

State of Maine Procurement Justification Form

PART I: OVERVIEW				
Department Office/Division/Program:	Office for Family Independence/ Patricia Dushuttle			
Department Contract Administrator or Grant Coordinator:	Matt Galletta/Ryan Roberts			
(If applicable) Department Reference #:	OFI-21-002			
Amount: (Contract/Amendment/Grant)	\$ 218,848.20	Advantage CT / RQS #:	CT-10A- 20200723*0255	
CONTRACT	Proposed Start Date:	10/1/20	Proposed End Date:	9/30/22
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	University of Maine System Office of Research Administration Maine Educational Opportunity Center (MEOC) Orono, Maine			
Brief Description of Goods/Services/Grant:	Employment and Training Services			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
<p>Maine Food Supplement program is required by federal guidelines to provide Employment and Training Services for Food Supplement recipients to assist them in finding sustainable employment. This provider delivers SNAP E&T services statewide by enrolling FSET participants in community college and university programs. The Provider will serve approximately 30 participants per year through this two-year contract and deliver federally allowable support services including but not limited to transportation costs, books, tools and equipment, and childcare. The Provider will also reimburse approved tuition for FSET participants.</p>

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

This provider is already established and provides the necessary services in these areas. Maine Educational Opportunity Center (MEOC), within the U Maine system, has advisors statewide who have expertise in coordinating efforts with area schools, colleges, and other service agencies to assist participants. They provide information and assistance in completing college admission and financial aid forms and assess academic readiness, provide career counseling, and refer individuals to community resources. These capacities have proven very beneficial in enrolling FSET participants in the first year of the contract.

Community agencies, post-secondary educational institutions, employers, and other entities with Maine locations that have expertise in providing employment and training services may request to be assessed as a Qualified Vendor of FSET services with the State of Maine Department of Health and Human Services. Potential vendors must be approved by both the Department and by USDA-Food and Nutrition Services. FSET providers will be required to have an accessible space available to serve the public and sufficient staff resources to provide services to its target population. The Department intends to contract with FSET Providers who deliver high quality employment and training services leading to increased employment opportunities for Food Supplement recipients focused on employer recognized credentials and career pathways.

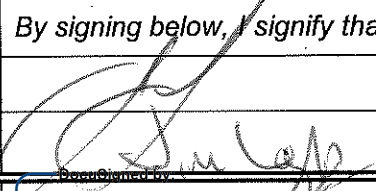
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department reviewed the budgets presented by the Provider and finds them reasonable and necessary to support the training needs of its Food Supplement clients who are seeking employment. The services will be funded and/or matched by the United States Department of Agriculture- Food and Nutrition Services.

4. Describe the plan for future competition for the goods or services.

The Department is accepting Providers who are willing and qualified to provide the services required. The Department does not intend to RFP these services.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:		Date:	15-Sep-20
Signature of DAFS Procurement Official:	Kathy Paquette		
Printed Name:	Kathy Paquette	Date:	1/25/2021