

## State of Maine Procurement Justification Form

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below. All responses (except signatures) must be typed; no hand-written forms will be accepted. See the guidance document posted with this form on the Division of Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	DOL/ BRS		
Department Contract Administrator or Grant Coordinator:	Tim Small		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$154,500	Advantage CT / RQS #:	20211230*1597
CONTRACT	Proposed Start Date:	01/01/2022	Proposed End Date: 12/31/2022
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:	Two Caps Vocational Services , Fryeburg, ME		
Brief Description of Goods/Services/Grant:	To provide Pre-ETS peer mentoring services to youth aged 14-21 who are potentially eligible or applicants of the Vocational Rehabilitation program.		

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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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### PART III: SUPPLEMENTAL INFORMATION

The vendor will provide a peer mentor coordinator and peer mentors to deliver one of the required Pre-ET'S services, self-advocacy. Peer mentors will provide near peer interaction to assist the client to achieve the identified goals around post-secondary education, self-advocacy in high school and workplace settings. The Peer Coordinator will assist the peer mentor in delivering the service, provide resources and communicate with VR Counselor and contract administrator as well as provide quarterly and final reports.

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

Notification and an informational session were provided to a variety of community providers. Two Caps Vocational Services was one of two providers that responded with an interest to move forward with a pilot project out of Western Maine.

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

The BRS peer mentoring team utilized the technical assistance of WINTAC, Policy Works, to develop and implement the peer mentoring program. Rates were researched based on similar VR peer mentoring programs, with the aid of WINTAC's technical assistance. 15% of VR's budget has been allocated to the delivery of Pre-ET's services, peer mentoring falls within one of the five required activities.

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

Evaluation of the peer mentoring program will be ongoing with the assistance of Policy Works technical assistance. As the pilot program nears completion a review will be made on the service structure to identify other resources or potential expansion of the program.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Laura A. Fortman</i>		
<b>Printed Name:</b>	Laura A. Fortman, Commissioner	<b>Date:</b>	1/6/2022
<b>Signature of DAFS Procurement Official:</b>	<small>Designated by:</small> <i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	1/10/2022

*ED text here*