



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

### PART I: OVERVIEW

Department Office/Division/Program:		Department of Education, Office of Adult Education			
Department Contract Administrator or Grant Coordinator:		Amy Poland			
(If applicable) Department Reference #:		Click or tap here to enter text.			
Amount: (Contract/Amendment/Grant)		\$ 33,333.00	Advantage CT / RQS #:	CT 20211208*1424	
CONTRACT	Proposed Start Date:	12/22/2021	Proposed End Date:	6/30/2023	
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.	
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.	
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.	
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.	
Vendor/Provider/Grantee Name, City, State:		Bangor School Department, Bangor, ME			
Brief Description of Goods/Services/Grant:		Educational services that prepare adult students for post-secondary education and training, including academic and success supports and employability skills.			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice

<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

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

Maine adult education programs provide critical educational services for adult learners to prepare them for post-high school education and training. Programming in foundation academics, employability skills, and skills for success in college, career, and life, supports the college and career goals for adult students and assists them in their paths to a credential of value and high-quality employment. Most high-growth jobs in Maine require a credential beyond high school, and by 2020, 66% of jobs will require a credential (Educate Maine, Education Indicators for Maine Report, 2017). Increasing access and persistence to post-high school education and training is necessary for a strong Maine economy and workforce.

College transitioning programming, as part of a career pathways program, are part of the definition of adult education in Maine Statute. The Workforce Innovation and Opportunity Act (WIOA), under Title II—Adult Education and Literacy, includes in its purposes to “assist adults... in the transition to postsecondary education and training, including through career pathways...”

This funding will allow the vendor to provide targeted service to enhance programming for student transitions to college and career.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Funding was provided to Maine adult education programs to support academic and workforce programming. The vendor is a Maine adult education program that currently provides academic and workforce services to adult learners, including services that support the transition to an education and training program that results in a credential of value and/or high-quality employment.

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

The state office of adult education distributed \$33,333.00 to each of its nine regional hubs.

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


This funding is a one-time allocation.


### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel Chuhta, Deputy Commissioner	Date:	Click or tap to enter a date. 12/15/2021

Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Click or tap here to enter text. Michelle Fournier	Date:	Click or tap to enter a date. 1/21/2022