



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:		MDOL/Division of Vocational Rehabilitation (DVR) and Division for the Blind and Visually Impaired (DBVI)			
Department Contract Administrator or Grant Coordinator:		Brenda Drummond			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 857,513	Advantage CT / RQS #:	2023*2033	
CONTRACT	Proposed Start Date:	2/6/2023	Proposed End Date:	4/20/2024	
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:		Vaybrant Consulting LLC 1143 Choctaw Ridge Holts Summit, Missouri 65043 (573) 353-1621			
Brief Description of Goods/Services/Grant:		Vaybrant Consulting will provide forensic accounting to DVR and DBVI to re-establish the financial positions of the Vocational Rehabilitation (VR) and Supported Employment (SE) programs for each agency. Vaybrant Consulting will complete tasks associated with the Corrective Action Plan (CAP) issued by the Rehabilitation Services Administration.			

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 checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input 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

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.

DVR and DBVI receive individual federal award funding from the Rehabilitation Services Administration (RSA) under the U.S. Department of Education (ED) for the Vocational Rehabilitation (VR) State Grants and Supported Employment (SE) Services. Both agencies were monitored and put on a Corrective Action Plan by the RSA. There were fiscal findings that need to be addressed by reviewing obligations and expenditures for both the VR and SE programs for each agency for a seven-year period. This forensic accounting would need to be completed by someone who has the expertise in the VR and SE programs, (and their regulations), financial understanding of the programs, and an understanding of the management information systems used by DVR and DBVI in Maine.

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

DVR/DBVI contacted the DAFS Service Center to determine if they had any capacity within state government or any contacts, such as retired staff, who might have the expertise and availability to provide this forensic accounting. After exhausting any possibilities, DVR/DBVI consulted with the Quality Management – VR Technical Assistance Center, funded by the RSA, to get information about companies who might have experience with RSA monitoring, have the necessary expertise to provide the forensic accounting required to substantially meet the fiscal findings, and be available within the required CAP timeline. Vaybrant Consulting LLC was the only vendor identified that has provided this type of technical assistance to other states, has extensive understanding of the financial components within the VR and SE programs, and knows both the case management system (Aware) used in Maine by the two VR programs, as well as the state's financial management system (Advantage).

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

A fixed price is provided for each agency and aligns with the project scope, size and duration needed to meet the needs of the CAP timeframes, multiplied by the estimated number of weeks. The weekly rates reflect the specific skills, role, and experience required for the project at each phase and are inclusive of project staff; leadership and expertise; and research and administrative support. Vaybrant offers an array of specialized offerings, such as diagnostics, benchmarks, and assessments, which will uniquely be applied to achieve the stated deliverables. These include analysis and business process mapping for operational efficiency and regulatory compliance; implementation of a grants management tracker for all federal awards; analysis, correction and resubmittal of federal fiscal reports for FFY 2017 through FFY 2021 for both DVR and DBVI's Vocational Rehabilitation and Supported Employment programs based upon approximately 10,000 transactions in each grant year and 300 contract documents; development of a system to manage Period of Performance to sustain the newly established financial positions; and the creation of a Grants Management Manual that will resolve remaining federal fiscal compliance findings regarding policies, procedures and internal controls.

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

DVR/DBVI do not anticipate a need for this service in the future. This work along with procedural changes at the time of the monitoring should resolve any financial issues and put the VR and SE programs in good standing with the Rehabilitation Services Administration.

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



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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:	Kimberly Smith	Date:	2/22/2023
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	2/28/2023