

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:		Dept. of Labor/Bureau of Rehab Services/CRP Program	
Department Contract Administrator or Grant Coordinator:		Christine Robinson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	+\$30,000.00	Advantage CT / RQS #:	20160713000000000152
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	09/01/2016	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:		Maine Job Trust, Martin Allen,	
Brief Description of Goods/Services/Grant:		Employment Services (Trial work experience, situational assessments, job development/placement, job coaching and long-term support)	

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
X	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.**

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PART III: SUPPLEMENTAL INFORMATION

The purpose of this amendment is to increase funding which is appropriate and necessary. This amendment will allow Maine Job Trust to continue providing CRP services to VR Clients through the length of their contract which ends 9/30/2020.

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

This amendment is to increase funding to allow CRP services to continue for the length of the contract.

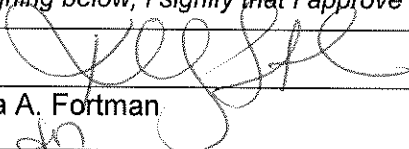
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The increase in funding was determined by an average of previous funding and length of time used.

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

An RFP has been done and clients are being transitioned to selected vendors.

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:	Laura A. Fortman	Date:	3/3/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	3/10/2020