

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	DHHS/OFI/SNAP E&T		
Department Contract Administrator or Grant Coordinator:	Patricia Dushuttle		
(If applicable) Department Reference #:	OFI-20-010		
Estimated Contract or Grant Amount:	\$ 84,505.23	Advantage CT / RQS #:	CT 10A 20200214*2280
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:	March 1, 2020	Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	March 1, 2020	Proposed End Date: September 30, 2021
Vendor/Provider/Grantee Name, City, State:	Community Concepts		
Brief Description of Goods/Services/Grant:	SNAP Employment and Training services		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	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 QUESTIONS
Please respond to ALL of the following questions.
1. Provide a more detailed description of 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 Employment and Training services in the Lewiston area.</p> <p>Community Concepts will deliver employment and training services to up to twenty-five eligible participants in the contract agreement period. Services may include but not be limited to job search training, enrollment in vocational and post-</p>

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PART III: SUPPLEMENTAL QUESTIONS

vocational and post-secondary educational programming, and Job Retention. Community Concepts will provide case management for all participants.

Community Concepts will bill the Department for 100% of allowable services and supports and be reimbursed 50% of allowable costs for services and supports.

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

The Department's Office for Family Independence has determined the provider is willing and qualified. Employment and Training services for low-income populations are specialized services and Community Concepts has unique capacity and experience to provide these services for the intended population.

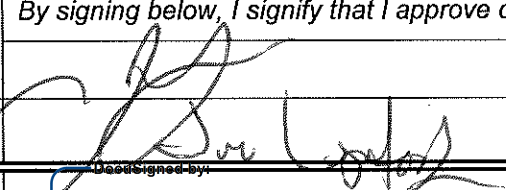
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department reviewed the budgets presented by the Provider and finds them reasonable and necessary to support the employment and training needs of its Food Supplement clients. The services will be funded and/or matched by the United States Department of Agriculture- Food and Nutrition Services. There are no state dollars funded by this agreement.

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

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:	3-Mar-20
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
Printed Name:	Kathy Paquette	Date:	3/16/2020