



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CT 12A number. Includes rows for CONTRACT, AMENDMENT, and GRANT details, Vendor/Provider/Grantee Name, and Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>Local Workforce Boards have identified challenges engaging individuals who could benefit from the workforce development system as a result of and in the recovery from the COVID-19 pandemic. To draw more individuals to federally funded employment and training program services and retain them in training programs, MDOL will fund an outreach campaign to identify and engage marginalized individuals, as well as incentivize the participation in occupational skills training for low-income individuals.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Under the Workforce Innovation and Opportunity Act (WIOA) PL 113-128, the Governor designated local workforce areas of the State. Federal employment and training program funds are distributed to the local areas through Local Workforce Development Boards (LWDB) and County Commissioners who, as the legally designated subrecipients of these funds, award and oversee the delivery of workforce services in the local area using these funds. MDOL/Bureau of Employment Services is the State Workforce Agency through which these funds are passed through to local areas, including Coastal Counties Workforce Inc in order to provide these federally funded employment and training programs.</p> <p>These ARPA funds will enhance the work of the provider who is uniquely set-up to provide the services being contracted with them. The contracted funds will support two distinct projects directly connected to the federally funded employment and training programs: 1) the sourcing of a communications vendor to design and launch an outreach campaign to reach individuals not connected to the workforce development system, and 2) CCWI's implementation of an 'earn as you learn' pilot to incentivize the attendance and completion of occupational skills trainings. Workforce training services will be provided to eligible workers in the service area.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>As stated above, the Governor distributes funds according to Federal law and designates the local areas as recipients of these funds who, in turn procure the delivery of workforce development services through a competitive process. The MDOL/BES oversees and assures that local areas utilize these funds per federal requirements.</p> <p>Each of the three local workforce boards were invited to submit a proposal to improve employment outcomes and workforce needs among priority communities in order to develop innovative approaches and services that existing federal employment and training funding would not support. In their response, CCWI outlined discussed the project need and provided a detailed budget necessary to support the project.</p>

**PART III: SUPPLEMENTAL INFORMATION**

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

The Business Case (P.52.2- Workers Fund) approving use of these one-time MJRP/ARPA funds was approved on December 5, 2022. At this time there is no plan to continue this funding/project beyond the contract period.

**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:	3/3/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: 41C2BA36FAF44CD</small>		
Typed Name:	Kathy Paquette	Date:	3/17/2023