



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

### PART I: OVERVIEW

Department Office/Division/Program:		DOL, Bureau or Rehab Services	
Department Contract Administrator or Grant Coordinator:		Terry Morrell	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 98,700	Advantage CT / RQS #:	20241007*0947
<b>CONTRACT</b>	Proposed Start Date:	<b>2/1/2025</b>	Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		360 Degree Academy Inc. 1006 Cook Dr SE, Washington, DC 20032	
Brief Description of Goods/Services/Grant:		<p>The 360 Degree Academy's curriculum is the only one designed and accessible for deaf, hard of hearing, and deafblind high school students. This specialized and comprehensive curriculum addresses a significant gap in transition services for this population, thereby providing a compelling rationale for a sole source justification.</p> <p>Our unique combination of accessible instructional technology, direct instruction in sign language, and emphasis on self-advocacy distinguishes us from other educational providers. The depth and breadth of our curriculum that encompasses in depth all the five areas mandated by the WIOA, combined with the extensive involvement of the Deaf community in its development and review, further underscores our unique position to serve this population.</p>	

**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

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.

360 Degree Academy offers an innovative, comprehensive online for Pre-Employment Transition Services (Pre-ETS) curriculum and regular VR services. This includes 17+ hours of video-based content supported by instructional aids, offering flexibility for various deployment options. The curriculum is delivered in American Sign Language (ASL) with professional voiceover, accurate captioning, transcripts, and a sensory-friendly appearance, making it a truly accessible solution. These services are needed to supplement the Pre-ETS services by our staff to help DVR meet the federally mandated requirement of 15% of our grant. These services would also help to provide more resources .

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

At this time 360-degree academy is the only known resource to provide these services for Deaf and Hard of Hearing.

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

**The prices for the products are as follows:**

**. Pre-ETS Curriculum License**

- Cost: \$2,500 per student
- Optional virtual support: \$100/hour (language expansion and/or instruction)
- Valid until student becomes Pre-ETS ineligible
- Assigned to instructor supporting the student throughout the year

**Assessment-Focused Clinic**

- Duration: 3-5 days intensive instruction

**PART III: SUPPLEMENTAL INFORMATION**

- Cost: \$5,000 per student
- Includes:
  - Pre-ETS Curriculum license
  - Comprehensive assessment report
  - Partnership with local host for logistics

**Work Readiness Curriculum License**

- Cost: \$1,600 per adult
- Optional virtual support: \$200/hour
- Designed for:
  - Entry-level workers
  - Those facing job retention challenges
  - Clients not eligible for Pre-ETS

**Soft Skills Clinic**

- Duration: 3-5 days intensive instruction with Work Readiness assessment
- Cost: \$5,000 per adult

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

We will continue to monitor whether this service is provided by a different vendor.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Kimberly Smith	Date:	2/21/2025
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	3/5/2025