

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:		Department of Labor/ Division of Vocational Rehabilitation			
Department Contract Administrator or Grant Coordinator:		Samantha Fenderson			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$10,250	Advantage CT / RQS #:		2020040100000002761
CONTRACT	Proposed Start Date:	4/6/2020	Proposed End Date:	4/6/2021	
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:		Striven Media, Asheville, North Carolina			
Brief Description of Goods/Services/Grant:		820 seats for Virtual Job Shadow to assist VR clients in development of their Individualized Plan for Employment.			

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
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		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:

- 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

Strivven will provide 820 "seats" of Virtual Job Shadow. The seats allow VR counselors to provide an enhanced delivery of pre-employment transition services and general VR guidance and counseling to VR applicants. VJS can be delivered remotely or face to face. The VJS website will assist in developing the comprehensive needs of services and aid in the development of the Individualized Plan for Employment to secure, retain, and advance in employment. Strivven Media will create separate portals for each office (Augusta, Lewiston, Portland and Bangor) to manage. Strivven Media will provide support and training when needed and accept feedback from VR staff.

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

Due to the COVID-19 pandemic, VR counselors are providing Vocational Rehabilitation services remotely. The VJS allows for career exploration, career pathways and individualized employment goals to be identified through remote learning.

Strivven Media's website incorporates the ability to do individual and group career exploration. The website allows VR counselors to customize lesson activities; there are over 1,000 job shadow and career advice videos; client can develop a career portfolio; links to college/training opportunities; resume builder and complete multiple career interest inventories. Once the person has completed all activities the information is downloaded and frees the seat for the next person.

The website can be utilized for group workshops, allowing the VR Counselor and school staff to coordinate activities and supplement face-to-face lessons.

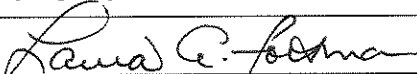

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost for each seat is \$12.50 and can be used multiple times through the contract year. VR serves over 5,000 disabled Maine citizens a year. Transition students make up 40% of VR clients. WIOA requires VR to spend 15% of the budget on Pre-Employment Transition services. The Virtual Job Shadow is one tool that VR Counselors can use with transition students to assist them in exploring career options, interests and explore post-secondary opportunities.

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

DVR will continue to look at alternative options that can deliver a comparable deliverable.

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, Commissioner	Date:	4/23/20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	4/27/2020