

## 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:	Labor		
Department Contract Administrator or Grant Coordinator:	Patricia O'Brien		
(If applicable) Department Reference #:	n/a		
Amount: (Contract/Amendment/Grant)	\$23,773.00	Advantage CT / RQS #:	CT 12A 20190730*0356
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	8/19/2019	Effective Date:
	Previous End Date:	No change, still 8/30/2024	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	William Burriss, Burriss Consulting Service Frankfort, KY 40601		
Brief Description of Goods/Services/Grant:	Consulting services related to the US Dept. of Labor Resource Justification Model (RJM) used to determine administrative funding for the Unemployment Insurance Program.		

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
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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**PART III: SUPPLEMENTAL INFORMATION**

The U.S. Dept. of Labor (USDOL) uses the data provided in the Resource Justification Model (RJM) exclusively to allocate the available dollars for the states to administer the Unemployment Insurance program in their states. It is critically important that staff use the proper coding on their timesheets for various tasks completed so when reported on the RJM, the proper allocation of funds is generated to the State.

As a result of the Covid-19 pandemic, the Bureau of Unemployment Compensation has many new staff that is unaware of the importance of accurately using the proper codes on their timesheets. We last had RJM training in the fall of 2019. We are planning additional training sessions with Mr. Burris so that new staff will be trained on the proper usage of coding. The bureau has almost doubled in size over the last year. Staff that had attended in 2019 will also attend as a refresher training.

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

As noted in the original WCB submitted in 2019, William Burris of Burris Consulting Service was the chief designer and principle analyst on the National Federal Resource Justification Model (RJM) used by USDOL in determining, in part, annual Unemployment Program budget allocations to states. Burris Consulting Service originally provided RJM assistance and other UI technical assistance to 26+ states and three regional offices and has trained 53 of the 53 states.

Currently, there is no other contractor that is assisting states with the RJM process and no one with Mr. Burris' credentials and expertise. USDOL continues to provide basic RJM training, but no longer provides Advanced RJM training. They do not provide any direct assistance to states, except to answer questions on how to complete the spreadsheets that comprise the RJM.

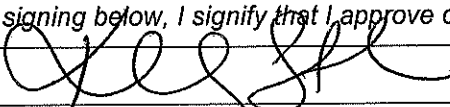
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The fees from Burris Consulting Services are reasonable. Considering the opportunity for Return on Investment, all states he has worked with have experienced additional federal funding because of his engagement.

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

Burris Consulting Services is the only one known consultant providing the services related to RJM. Our current contract is in effect until 8/30/2024.

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PART IV: APPROVALS		
<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>	
		
<b>Printed Name:</b>	<i>Kimberly Smith</i>	<b>Date:</b> 4/23/2021
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Kathy Paquette</i>	
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> kathy Paquette	<b>Date:</b> 5/4/2021