



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			
Department Office/Division/Program:		MDOL/Division of Vocational Rehabilitation (DVR) and Division for the Blind and Visually Impaired (DBVI)	
Department Contract Administrator or Grant Coordinator:		N/A	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 28,284	Advantage CT / RQS #: 20230206*2033
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/6/2024	Effective Date: 4/22/2024
	Previous End Date:	4/21/2024	New End Date: 8/15/2024
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Sarah L. Clardy Vaybrant Consulting LLC 1143 Choctaw Ridge Holts Summit, Missouri 65043 (573) 353-1621	
Brief Description of Goods/Services/Grant:		Vaybrant Consulting will provide forensic accounting to DVR and DBVI to re-establish the financial positions of the Vocational Rehabilitation (VR) and Supported Employment (SE) programs for each agency. Vaybrant Consulting will complete tasks associated with the Corrective Action Plan (CAP) issued by the Rehabilitation Services Administration.	

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.

DVR and DBVI receive individual federal award funding from the Rehabilitation Services Administration (RSA) under the U.S. Department of Education (ED) for the Vocational Rehabilitation (VR) State Grants and Supported Employment (SE) Services. Both agencies were monitored and put on a Corrective Action Plan by the RSA. There were fiscal findings that need to be addressed by reviewing obligations and expenditures for both the VR and SE programs for each agency for a seven-year period. This forensic accounting would need to be completed by someone who has the expertise in the VR and SE programs, (and their regulations), financial understanding of the programs and an understanding of the case management system that is used by DVR and DBVI in Maine.

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

DVR/DBVI contacted the Service Center to determine if they had any capacity within state government or any contacts such as retired staff who might have the expertise and availability to provide this forensic accounting. After exhausting any possibilities, DVR/DBVI consulted with the Quality Management – VR Technical Assistance Center, funded by the RSA to get information about companies who might have experience with RSA monitoring and have the expertise to provide the forensic accounting required to substantially meet the fiscal findings in the CAP. Vaybrant Consulting LLC has provided this type of technical assistance to other states, has an understanding of the financial components within the VR and SE programs, knows both the case management system (Aware) used in Maine by the two VR programs as well as the state's financial management system (Advantage).

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

A fixed price is provided for each agency and aligns with the project scope and size and duration needed to meet the needs of the CAP timeframes, multiplied by the estimated number of weeks. The weekly rates reflect the specific skills, role, and experience required for the project at each phase and are inclusive of project staff; leadership and expertise; and research and administrative support. Vaybrant offers an array of specialized offerings, such as diagnostics, benchmarks, assessments and more.

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

PART III: SUPPLEMENTAL INFORMATION

DVR/DBVI do not anticipate a need for this service in the future. This work along with procedural changes at the time of the monitoring should resolve any financial issues and put the VR and SE programs in good financial positions. Click or tap here to enter text.

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.

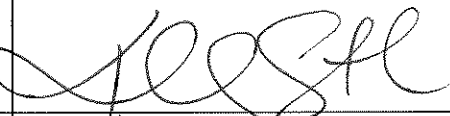
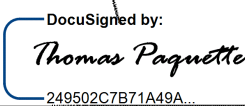
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.

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:	4/30/2024
Signature of DAFS Procurement Official:			
Typed Name:	Thomas Paquette	Date:	5/1/2024