

## 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/BRS/Div. for the Deaf Hard of Hearing Late Deafened		
Department Contract Administrator or Grant Coordinator:	Terry Morrell		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$31,000	Advantage CT / RQS #:	CT 12A 20200515*3327
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	7/1/2020	Effective Date:
	Previous End Date:	6/30/2021	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine CART & Captioning Service, Marsha Dulac-Swain Augusta, ME 04330		
Brief Description of Goods/Services/Grant:	Communication Access Real-Time Translation services for Maine's Deaf, Hard of Hearing and Late Deafened customers		

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

**1. This service is needed to provide communication access to Deaf, Hard of Hearing and Late Deafened people in meetings conducted by the Division for D/HOH/LD and the Division of Vocational Rehabilitation.**

**This access is required under Federals 504 and ADA statues.**

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

**This service is not available within this Department or other agencies.**

**The Division works with other agencies in cost sharing when appropriate to contain cost.**

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

An internet search for a freelance CART Provider minimum fees range from \$95 to \$195 for the first two hours with additional charges for provision of projection equipment and provision of ASCII file. Maine CART is providing services from \$ 75 - \$115 depending on time of day and service required. These fees remain unchanged from the prior year.

Hourly Weekday Rate: \$85 per hour

(7 am – 5 pm)

Early Evening Rate: \$95 per hour

(5 pm – 10 pm)

Overnight Rate: \$150 per hour

(10 pm – 6 am)

Projected Text: \$10.00 per hour in addition

to hourly fee

Weekend Rates: Add \$10 to the weekday rates

Holiday Rates: Add \$20 to the weekday rates

This amendment is to increase funding to continue providing CART services through the remainder of the contract period.

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

There is scarcity of qualified CART providers, and the Commission for the Deaf, Hard of Hearing and Late Deafened has the responsibility of researching requirements and options for CART.

An RFP is being developed.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>Kimberly Smith</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
<b>Printed Name:</b>	Kimberly Smith, Deputy Commissioner	<b>Date:</b>	6/10/2021
<b>Signature of DAFS Procurement Official:</b>	<i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	6/15/2021