

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:		DOL/BRS/DVR		
Department Contract Administrator or Grant Coordinator:		Libby Stone-Sterling		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 10,647	Advantage CT / RQS #:	20210621000000003754
CONTRACT	Proposed Start Date:	06/28/2021	Proposed End Date:	07/30/2021
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:		Univ. of ME Center for Community Inclusion and Disability Studies c/o Univ of ME System		
Brief Description of Goods/Services/Grant:		Step Up Program for students with Autism		

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/PatentsX		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:
1. 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

The Division of Vocational Rehabilitation (DVR) is running a 5-week residential pilot program this summer for high school students with Autism to assist them in preparing for postsecondary education and employment. The program will be delivered via the University of Maine's Zoom platform. The University of Maine is home to the Center for Community Inclusion and the Maine Autism Institute for Education and Research, both of whom will partner with DVR to deliver services to the youth as part of this pilot. These staff have a unique expertise. The program will also include a 3-credit course delivered through UMaine.

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

DVR does not have the internal staffing or specific instructional expertise to deliver this program, nor are there other public partners available.

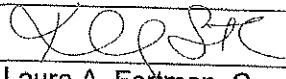
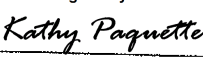
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated cost of this program is consistent with current rates associated with university level programs as well as other similar summer programs here in Maine. All efforts have been made to maximize low cost or in-kind services to minimize program costs.

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

This is a pilot initiative. If it is successful, DVR will seek out opportunities – including through the RFP process – to see if other universities are able to provide similar programs.

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:	6/25/2021
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>  </div>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	6/28/2021