

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, Bureau of Unemployment Compensation		
Department Contract Administrator or Grant Coordinator:	Patricia K. O'Brien		
(If applicable) Department Reference #:	n/a		
Amount: (Contract/Amendment/Grant)	\$459,240.00	Advantage CT / RQS #:	CT 12A 20210210*2223
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1182021	Effective Date:
	Previous End Date:	6/30/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	United Training Commercial LLC, New Braunfels, TX		
Brief Description of Goods/Services/Grant:	United Training Commercial will continue to provide trainers and coaches to facilitate the successful implementation of our new virtual learning platform.		

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
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency – COVID-19		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL 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.
<p>United Training Commercial LLC will continue to provide the trainers and coaches to facilitate our continued build out of our virtual learning platform. In discussions with the division of purchases, the training services being procured will not cover the type of services we are being provided by United Training. As a result, they did not have issue with this amendment. During this extension we will reduce the number of trainers. We will</p>

**State of Maine
Procurement Justification Form**

PART III: SUPPLEMENTAL INFORMATION

continue at the current level of 4 trainers through September 30, 2021; 3 trainers through March 31, 2022; and 2 trainers by June 30, 2022. The need at this level will be reviewed and may be adjusted further if the demands of the training and support unit decline over the course of the next year.

Since the workload of the training and support unit is tied to staff hiring and new federal program implementation, although at this time our workloads are declining that could change with a resurgence of COVID and another downturn of the economy.

Materials include information specific to direct service positions within the bureau, materials tied to positions that are focused on preventing ID theft, materials related to a training curriculum for classifications within the bureau. Materials to be loaded on the platform include system specific manuals, training videos, modules from the NASWA UI Integrity Academy, quizzes, test cases specific to a classification learning track.

Due to the small number of internal training staff we will continue using United Training Commercial LLC for two functions.

Training existing staff for new federal programs

Training new staff in the following manner.

- ReEmployME system functionality
- The basics of unemployment eligibility rules and laws.
- The basic nuts and bolts of unemployment insurance

Provide staff augmentation to the training unit by:

- Provide a training team whose primary goal is to help the employee effectively learn and apply the knowledge gained.
- Support the employee by providing a variety of learning tools and training techniques through multimedia resources, group, and one-on-one training opportunities
- To ensure employees are engaged and productive, long-term by providing training of the unemployment insurance program by means of a layered training approach.
- Be available to coaches/new employees during sandbox time.
- Create additional training as warranted

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

We are continuing to use this vendor, that we originally contracted with under the name New Horizons, which was acquired by United Training Commercial LLC.

Although our original focus was training the onboarding staff in key direct service positions, the focus of our use of the vendor staff has transitioned to primarily using them in in the following manner.

- The trainers continue to work with our training staff to build out the virtual training platform to make it more comprehensive.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

- United trainers are also providing critical adjunct trainers to provide additional training staff coverage. Without this ability to access these additional resources the bureau would not be able to meet the bureaus training needs.

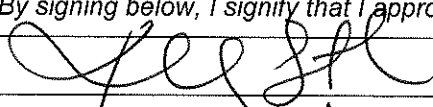
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The rate for trainers is the previous master agreement rate. The coaching rate is slightly lower at \$125 an hour.

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

As noted, the division of purchases working with OIT has put out an RFP whose responses are being reviewed. The scope of that procurement does not overlap into the services being provided by United Training. As a result, Purchases was fine with us pursuing with an amendment to this agreement. This was discussed with Joe Zrioka specifically before broaching an amendment with the vendor. .

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:	<i>Kimberly Smith</i>	Date:	<i>6/18/2021</i>
Signature of DAFS Procurement Official:	<i>Kathy Paquette</i>		
	<small>41C2BA36FAF44GD...</small>		
Printed Name:	Kathy Paquette	Date:	6/30/2021