



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Economic and Community Development		
Department Contract Administrator or Grant Coordinator:	Phoenix McLaughlin		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 200,000	Advantage CT / RQS #:	CT19A20250611*3156
CONTRACT	Proposed Start Date:	6/23/2025	Proposed End Date: 6/30/2026
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:	Jobs for Maine's Graduates, Inc. (JMG)		
Brief Description of Goods/Services/Grant:	Creation of industry micro-credential programs		

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.

JMG has been a major subrecipient of Maine Jobs and Recovery Plan funding from the Department as part of our Maine Career Exploration program (Advantage contract #CT19A2022051300000002876). As those funds begin to wind down, the Department is seeking to establish specific industry credentials that will help continue structured career-relevant learning opportunities for students.

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

JMG is uniquely positioned to implement this project due to their statewide work on the Maine Career Exploration program and capacity for career readiness programming in K-12 schools. The intent of this project is to build on the structure of Maine Career Exploration to extend successful elements of the model.

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

JMG's proposed budget is in line with their existing contract. The largest cost category will be personnel, and those costs are reasonable for the time period and work involved.

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

These are one-time funds, and we do not anticipate any additional procurement of these services.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

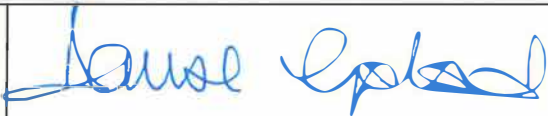

Does this request utilize ARPA/MJRP funds?

- 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

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

- The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Denise Garland, Deputy Commissioner	Date:	6/12/25
Signature of DAFS Procurement Official:			
Typed Name:	Martha verhille	Date:	6/13/2025