



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Maine Department of Labor – Bureau of Employment Services		
Department Contract Administrator or Grant Coordinator:		Judith Pelletier, Policy Development Specialist Kim Moore, Director of Bureau of Employment Services		
(If applicable) Department Reference #:				
Agency Department Code:	12-A	Advantage CT / RQS #:	CT 2025*2713	
Amount: (Contract/Amendment/Grant)		\$292,513.48		
CONTRACT	Proposed/Original Start Date:	7/1/2025	Proposed/Most Recent End Date:	6/30/2027
AMENDMENT	New Effective Date:	6/4/2026	New End Date (if Applicable):	12/31/2027
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Kansas Department of Commerce, America's Job Link Alliance – Technical Support (AJLA-TS)		
Brief Description of Goods/Services/Grant:		America's Job Link Alliance (AJLA) is a nonprofit association of state workforce agencies dedicated to providing powerful, affordable workforce development systems through subscriptions to a web-based management information system (MIS) capable of accommodating all federal tracking and reporting requirements. Subscription includes customizable solutions that replaced the labor exchange (Maine's Job Bank), case management, fiscal, data reporting (One-Stop Operating System) and WOTC under OSOS system w/ CertLink.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☐	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

This Agreement is the first amendment to # CT 2025*2713. In September of 2015, MDOL contracted with AJLA TS and converted all legacy data from OSOS and Maine Job Bank to Maine JobLink and CertLink. In Maine receives more than \$20 million from the United States Department of Labor (USDOL) to administer and implement a number of workforces development programs. USDOL requires specific program participant data and outcomes be tracked and reported on a regular basis. Such tracking and reporting by Maine Department of Labor's (MDOL) Bureau of Employment Services (BES) takes place through Maine JobLink and CertLink. Maine JobLink is used for Labor Exchange, Case management and fiscal tracking of all WIOA, Trade, and CSSP Programs. Certlink is utilized for WOTC application processing, tracking and reporting. These systems interact with parts of the unemployment insurance system, DHHS and CWRI.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

MDOL has subscribed to the Hosted Solution through AJLA. AJLA-TS can leverage existing skill sets, which help subscribers reduce cost, risk, and installation time by hosting their entire technical operation. The Kansas Department of Commerce, of which AJLA-TS is a division, provides administrative oversight to the consortium and ensures that activities are consistent with laws and policies of the state of Kansas. This level of collaboration among State Workforce Agencies that comprise the consortium, combined with its focus on peer-to-peer expertise on federal regulations and compliance, make AJLA is a solution uniquely positioned to serve the needs of MDOL BES.

Internal IT is not sufficient: OIT did not retain sufficient resources to completely redesign the MDOL BES related systems with the required functionality. They would have had to seek qualified contractors to research and design functional upgrades, which could cause a delay in project startup. Design and construction of a similarly functioning product based on the current systems could easily have cost significantly more and exceeded our regulatory compliance time frame. It was more logical to select a proven, open-source product hosted in the cloud for a licensing fee rather than continue to pay hosting costs for old systems while incurring developmental design and construction costs for a new internal application.

PART III: SUPPLEMENTAL INFORMATION

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

The renewed annual subscription rate is \$671,500 per year. AJLA provides enhancements benefiting all states, US DOL-mandated changes, problem resolutions, system analysis and resolution, ad-hoc reports, and upgrade installs as part of the annual subscription. The Hosted Solution also includes replacement of depreciated equipment and annual software license fees for third party software. Additionally as WIOA, TAA, JVSG, Apprenticeship, and WOTC are federally mandated, changes to functionality and reports are included in subscription costs.

Unique, state-driven regulatory change enhancements are charged a reasonable development cost of \$200 per hour by AJLA technical support. Past agreements included 40 hrs of customization for future enhancements.

This amendment is to cover state driven enhancements for CSSP (Application Project and DHHS Interface), Pre Apprenticeship data transfer and enrollment and WOTC Tech grant implementation which will include at least one of the following Veterans/Out of State/Corrections enhancements.

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

MDOL does intend to explore future competition for these services through a possible RFP upon the end of this third contract renewal.

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) or (026) – 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](#).

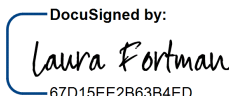
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their

knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Laura Fortman, Commissioner	Date:	6/10/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

OSPS Section Only

Signature of DAFS Procurement Official:			
Typed Name:	John Spier	Date:	6/10/2026