



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:		Labor		
Department Contract Administrator or Grant Coordinator:		Christopher Quint		
(If applicable) Department Reference #:				
Agency Department Code:	12A	Advantage CT / RQS #:	CTMV 2026070700001	
Amount: (Contract/Amendment/Grant)		\$ 40,000		
CONTRACT	Proposed/Original Start Date:	5/8/2026	Proposed/Most Recent End Date:	07/30/29
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		CTMV Multiple Vendors		
Brief Description of Goods/Services/Grant:		Service Group: Employer Reimbursement for Employee Training Services		

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.

The Maine Department of Labor secured \$8M to support training needs in Maine's defense shipbuilding and advanced manufacturing sectors through the Defense and Advanced Manufacturing Training Fund ("Training Fund"). Administered by the State Workforce Development Board, the Training Fund provides reimbursement to Maine employers for investments in their employee's workforce training, providing up to \$8,000 per employee. The program supports employers that need to upskill incumbent workers or train new hires for critical occupations and digital skills.

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.

Vendors will apply for participation in the Training Fund and must meet the eligibility criteria outlined in the Program Manual found in Rider D of the service contract, including criteria at both the company level (e.g., be in an eligible sector, operate in state of Maine, be compliant with state law, etc.) and employee/training level (e.g., a new hire or incumbent worker, training for a priority occupation or digital skill, training results in an industry-recognized credential, etc.). Employers and requests that satisfy the program requirements will be approved for participation, and reimbursements will be initiated if the employer provides necessary information and documentation validating that the employer has progressed through the program's two reimbursement milestones.

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

Applications to participate will be reviewed based on selection in part 2 so vendors who are willing an qualified will be awarded in the order received, providing funding to eligible employers that satisfy the grant's program requirements, not to exceed \$40,000 per employer per calendar year. Reimbursement requests will be evaluated by program staff to assess their reasonableness, pointing employers as needed to free- or low-cost as appropriate and, if looking for training outside the state, more cost-effective options from Maine-based training providers. Projected spend:

Vendor Name	Start Date	End Date	Projected Amount
Bath Iron Works	June 8, 2026	July 30,2029	Up to \$40,000
Pratt & Whitney	June 8, 2026	July 30,2029	Up to \$40,000
Kennebec Technologies	June 8, 2026	July 30,2029	Up to \$40,000
Align Precision	June 8, 2026	July 30,2029	Up to \$40,000
Orbis Inc.	June 8, 2026	July 30,2029	Up to \$40,000
IDEXX Laboratories Inc.	June 8, 2026	July 30,2029	Up to \$40,000
Texas Instruments	June 8, 2026	July 30,2029	Up to \$40,000
Sappi North America	June 8, 2026	July 30,2029	Up to \$40,000
Tanbark Molded Fiber Products	May 8, 2026	July 30,2029	Up to \$40,000
Auburn Manufacturing	May 8, 2026	July 30,2029	Up to \$40,000

PART III: SUPPLEMENTAL INFORMATION

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

These grant funds are used for services that are being performed by multiple providers, all willing and qualified vendors will be awarded a contract until the program ends.

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):

DocuSigned by:

Laura Fortman

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Typed Name:

Laura Fortman, Commissioner

Date:

7/17/2026

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:	DocuSigned by: <i>Nancy Tan</i> 7AA9004BA0244AB...		
Typed Name:	Nancy Tan, IT Procurement Director	Date:	7/17/2026