

## State of Maine Procurement Justification Form

Labor, Bureau of Rehabilitation Services

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 Rehabilitation Services			
Department Contract Administrator or Grant Coordinator:	Libby Stone-Sterling			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	2020081100000000454	
CONTRACT	Proposed Start Date:	09/01/2020	Proposed End Date:	08/31/2021
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:	Maine Job Solutions LLC Sullivan, ME 04664			
Brief Description of Goods/Services/Grant:	Progressive Employment (PE) Pilot Initiative – Community Rehabilitation Provider (CRP) will attend weekly PE coordination meetings; accept 40 DVR clients and provide employment services; develop 25 PE business partnerships; attend 15 hours of PE trainings and collect data and complete reports; participate in feedback sessions and interviews with TWBL evaluators.			

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	<b>X</b>	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

**State of Maine  
Procurement Justification Form**

**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.**

The Maine Division of Vocational Rehabilitation (DVR) has been awarded a Transition Work-Based Learning (TWBL) Model Demonstration grant from the Rehabilitation Services Administration (RSA). The grant will be a partnership with Jobs for Maine Graduates (JMG), the Institute for Community Inclusion (ICI) at the University of Massachusetts Boston, American Institutes for Research (AIR), and the Council of State Administrators of Vocational Rehabilitation (CSAVR). This project will use a quasi-experimental design to conduct rigorous evaluation of two innovative interventions, JMG and Progressive Employment. Maine DVR will utilize the Progressive Employment model to expand employer relationships and align this dual customer community-based strategy with enhanced JMG programs for students with disabilities. These interventions will serve at least 200 students with disabilities that are within two years of graduation from high school to test whether a model of work-based learning improves attainment of competitive integrated post-secondary employment and education outcomes. Specifically, under the grant, JMG will expand its services to five new high schools in the Bangor area and DVR will launch Progressive Employment in the Augusta and Bangor regions. Maine DVR expects that the TWBL Model Demonstration will enhance statewide collaboration that facilitates the transition process from secondary and postsecondary schools, to competitive integrated employment at or above minimum wage. Within 1 year after graduation, at least 90 percent of study participants will enter postsecondary education or competitive integrated employment.

The Progressive Employment Model is a dual-customer strategy that is designed to assist job-seekers with significant barriers to employment and assist employers who may be averse to hiring employees with disabilities. The model coordinates rehabilitation counseling with job placement and business account management. Selected Community Rehabilitation Providers (CRPs) will develop Progressive Employment opportunities within the catchment area identified (Bangor or Augusta regions). These activities include: informational interviews, job shadows, business tours, on-the-job training/apprenticeships and paid work experiences.

Maine Job Solutions LLC is one of the six agencies that has agreed to provide employment services to clients of DVR and has agreed to fully participate throughout the duration of the year-long project.

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

Only accredited and properly trained CRP agencies are permitted to provide employment services for DVR clients when referred by a Vocational Rehabilitation counselor. There are 42 agencies state-wide that meet this qualification and agencies that provide these services within the Bangor and Augusta geographic areas were invited to apply. All agencies that applied were accepted to participate in the project.

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

**State of Maine  
Procurement Justification Form**

**PART III: SUPPLEMENTAL INFORMATION**

All participating CRPs are required to:

- Attend regular "Jobsville" meetings
- Agree to accept at least 40 DVR client referrals during the life of the pilot
- Develop at least 25 new businesses during the life of the pilot
- Attend up to 15 hours of Employment Specialist training on Progressive Employment
- Collect client data and complete additional reporting

Minimum participation for completing the above-mentioned requirements, total approximately 100 hours over the course of the project. We expect that most CRP agencies will dedicate over 200 hours, which includes, at least one or more dedicated Employment Specialists, administrative time and agency resources. Travel time and mileage will also be covered by the CRP agency.



Additionally, DVR's request for participation in this project requires a CRP agency to hire additional staff or reassign duties of existing staff members in order to meet the expectations of the pilot project requirements.

The Director of DVR considers the hourly commitment and the commitment for staffing, as noted above, sufficient to justify the cost of the contracted amount.

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

Potentially, this project will provide positive results, increasing the number of employment outcomes and ultimately, provide opportunities for further testing and rollout into other areas, throughout the state.

**PART IV: APPROVALS**

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Laura A. Fortman, Commissioner	<b>Date:</b>	8/26/2020
<b>Signature of DAFS Procurement Official:</b>	<small>Docusigned by:</small> 		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	8/28/2020