

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 Rehabilitation Services		
Department Contract Administrator or Grant Coordinator:		Christine Robinson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 100,000.00	Advantage CT / RQS #:	20210714000000000080
CONTRACT	Proposed Start Date:	08/01/2021	Proposed End Date:	07/31/2022
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:		Kara Sheldon, Successful Solutions LLC Houlton, ME		
Brief Description of Goods/Services/Grant:		Employment Services		

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	X	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

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.
January of 2019 the Bureau of Rehabilitation Services (BRS) issued an RFP (# 201810200) for employment services for individuals served by the Division of Vocational Rehabilitation (DVR) and the Division for the Blind and Visually Impaired (DBVI). Bidders were instructed to submit separate bids for each BRS region (1-5). As a result of that RFP contracts were awarded in BRS regions 1, 2 and 3. No contracts were awarded for regions 4 and 5. Contracts to provide community employment services in

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PART III: SUPPLEMENTAL INFORMATION

regions 4 and 5 are currently awarded to any willing and qualified agency.

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

Successful Solutions LLC is one of several agencies (referred to as CRPs or Community Rehabilitation Providers) who provide community employment services in regions 4 and 5 to clients referred by Vocational Rehabilitation Counselors (VRCs). VRCs authorize job assessment, job development/placement, and/or job coaching services monthly as needed for clients they refer to the CRP. Clients choose a CRP from among those available in their geographic area. Agencies can apply to become a CRP in regions 4 and 5 at any time. When an agency applies to become a CRP, they are required to go through a review process to assure their services comply with the standards set forth in the Rehabilitation Act of 1973, as amended; and the Quality Indicators for Community Rehabilitation Providers. **Successful Solutions LLC** meets all applicable standards and staff qualifications; and has been fully approved as a CRP through **July 31, 2022**.

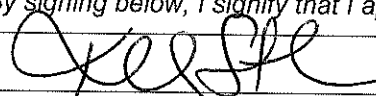

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

All CRPs are reimbursed at standard hourly rates, based on the service being provided. Employment services are authorized monthly by Vocational Rehabilitation Counselors depending on individual client needs. When BRS changed its payment system from a milestone structure back to an hourly rate structure the \$30 rate was increased to \$35 based on feedback from CRPs.

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

BRS has been in discussions with various CRPs in region 4 and 5 to gauge their interest in a future contract to provide all employment services in region 4 and/or 5. This is the preferred model, as it is currently in use in regions 1-3, and guarantees the availability of services throughout the region.

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:	Laura A. Fortman, Commissioner	Date:	7/22/2021
Signature of DAFS Procurement Official:	<i>DocuSigned by: Kathy Paquette</i>		
			
Printed Name:	Kathy Paquette	Date:	8/5/2021