

## 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	
Department Contract Administrator or Grant Coordinator:		Kimberly Smith	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$5,370,080 (increase of \$530,000)	Advantage CT / RQS #:	CT 12A 20210202*2152
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	11/5/2021
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Provitivi Government Services, Inc. dba Robert Half International Alexandria, Virginia	
Brief Description of Goods/Services/Grant:		Supplement the Department of Labor Bureau of Unemployment Compensation staffing with contractual hearing officers and adjudicators	

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

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### 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 Department's unemployment program experienced unprecedented claims volume due to COVID-19. The unemployment process involves multiple steps for eligibility determinations and allows for appeals of those benefit eligibility determinations. This amendment extends the contract for an additional five weeks to ensure that the determinations and any appeal decisions are issued as quickly as possible. The federal pandemic unemployment programs end with the benefit week ending September 4, 2021; therefore, the department intends this to be the final amendment to this contract.

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

For the additional five weeks of adjudication and appeals support, continuing with the same vendor is operationally efficient.

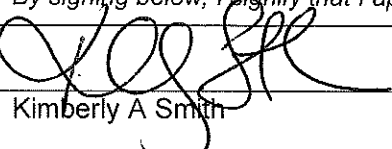
- 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The rates agreed to with Robert Half are reasonable and consistent with other states' agreements.

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

Once the federal programs end and workload is reduced, adjudications and appeal hearings will be conducted with state staff.

### 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>	Kimberly A Smith	<b>Date:</b>	8/23/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>David Morris</i>		
<b>Printed Name:</b>	DAVID MORRIS	<b>Date:</b>	8/25/2021