



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	MDOL- BES			
Department Contract Administrator or Grant Coordinator:	Angelina Klouthis Jean			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 200,000	Advantage CT / RQS #:	CT 12A 20230606000000003538	
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date:	12/31/2024
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:	Central Western Workforce Development Board, Augusta ME			
Brief Description of Goods/Services/Grant:	This funding will support two distinct projects: i1) the sourcing of a communications vendor to design and launch an outreach campaign to reach individuals not connected to the workforce development system, and 2) Community-Based Organization partnerships to enhance the referral pipeline and attract clients who are disconnected from the workforce system to opportunities.			

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input checked="" type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified

<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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.

Local Workforce Boards have identified challenges engaging individuals who could benefit from the workforce development system as a result of and in the recovery from the COVID-19 pandemic. To draw more individuals to federally funded employment and training program services and retain them in training programs, MDOL will fund a marketing campaign and outreach through community based organizations.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Under the Workforce Innovation and Opportunity Act (WIOA) PL 113-128, the Governor designated local workforce areas of the State. Federal employment and training program funds are distributed to the local areas through Local Workforce Development Boards (LWDB) and County Commissioners who, as the legally designated subrecipients of these funds, award and oversee the delivery of workforce services in the local area using these funds. MDOL/Bureau of Employment Services is the State Workforce Agency through which these funds are passed through to local areas, including Coastal Counties Workforce Inc in order to provide these federally funded employment and training programs.

These ARPA funds will enhance the work of the provider who is uniquely set-up to provide the services being contracted with them. The purpose of this Contract is to invest in funding in two distinct projects: This funding will support two distinct projects: i1) the sourcing of a communications vendor to design and launch an outreach campaign to reach individuals not connected to the workforce development system, and 2) Community-Based Organization partnerships to enhance the referral pipeline and attract clients who are disconnected from the workforce system to opportunities.

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

Each local workforce board was invited to submit a proposal **to improve employment outcomes among priority communities**. MDOL encouraged proposals for innovative approaches and services that existing funding would not support.

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

PART III: SUPPLEMENTAL INFORMATION

Local areas are required to identify providers of service through the competitive process. The MDOL/BES acts as a direct Federal grant recipient and provides oversight of local area use of funds.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Kimberly Smith	Date:	7/27/2023
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	8/17/2023