



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:		Department of Labor, Bureau of Employment Services		
Department Contract Administrator or Grant Coordinator:		Tarlán Ahmádov, Division Director of Programs; Deanna Partridge, SCSEP Program Manager		
(If applicable) Department Reference #:				
Agency Department Code:	12A	Advantage CT / RQS #:	CT 20260804000000000308	
Amount: (Contract/Amendment/Grant)		\$467,301.00		
CONTRACT	Proposed/Original Start Date:	7/01/2026	Proposed/Most Recent End Date:	6/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	7/01/2026
	Project End Date:		Grant End Date:	6/30/2027
Vendor/Provider/Grantee Name, City, State:		Vermont Associates for Training and Development, Inc. Saint Albans, Vermont (DBA A4TD)		
Brief Description of Goods/Services/Grant:		State grant to administer the Senior Community Service Employment Program (SCSEP) in Cumberland, Lincoln and part of York Counties per USDOL ETA TEGL 13-25		

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 Senior Community Service Employment Program (SCSEP) helps older adults obtain job training, increase their income, learn new skills, and find jobs. SCSEP makes it possible for the State to promote the economic independence of older Americans by providing the opportunity for eligible participants to obtain training and unsubsidized employment. The primary focus of SCSEP is to provide participants with community service training and job placement. Training programs at community service host sites allow participants to provide community service to local communities. Participants gain confidence and experience in modern work settings; build marketable skills necessary for unsubsidized positions; access relevant support services to increase work-ready capacity; and, ultimately, advance toward sustainable economic independence through meaningful employment. Participants earn the current State or Municipal minimum wage (whichever is higher) for 20 hours of work-based learning per week for up to 48 months. The current SCSEP State grant cycle, for both funding and performance, runs July 1, 2026-June 30, 2027. MDOL received Notice of Award from the United States Department of Labor (USDOL) on July 10, 2026, to administer the State SCSEP grant for Cumberland, Lincoln, and part of York Counties. MDOL will manage the grant but will utilize a subgrantee to enroll and manage participants and host worksites, provide training and work-based learning programming, and facilitate related support services.

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.

Justification for Single Source Procurement

The Maine Department of Labor (MDOL) requests approval to award the Senior Community Service Employment Program (SCSEP) subrecipient agreement to Vermont Associates for Training and Development, Inc. (doing business as A4TD) as a single-source provider for the current SCSEP grant cycle.

As the National SCSEP Grantee serving 14.5 counties in Maine, A4TD has successfully administered the same SCSEP services that will be provided under the State SCSEP grant. A4TD has established U.S. Department of Labor (USDOL)-approved policies, experienced staff, and the programmatic infrastructure necessary to rapidly expand services to the remaining **2.5 counties** served under the State grant with minimal start-up time, ensuring uninterrupted service delivery to eligible older workers.

The SCSEP program was transferred from the Maine Department of Health and Human Services to MDOL in Program Year 2025. Delays in federal funding disrupted SCSEP implementation nationwide, including in Maine, requiring significant efforts to stabilize program operations, re-engage participants, retain host agencies, and restore service delivery. Changing subrecipients during the current grant cycle would interrupt these stabilization efforts, increase implementation risk, and negatively impact services to low-income older Mainers.

Additionally, MDOL recently completed the required 2026–2027 SCSEP State Plan Modification in response to Training and Employment Guidance Letter (TEGL) 14-25. As both the National SCSEP Grantee and the current State subrecipient, A4TD played an integral role in developing the program strategies and implementation framework reflected in the modified State Plan and will continue supporting implementation throughout Program Years 2026 and 2027.

Effective July 1, 2026, USDOL also implemented new SCSEP Data Validation requirements requiring substantial policy development, system enhancements, and coordinated implementation.

PART III: SUPPLEMENTAL INFORMATION

MDOL and A4TD are jointly developing the required policies, protocols, and data management processes to ensure compliance with these federal requirements. Maintaining the current subrecipient minimizes implementation risk, supports timely compliance, and leverages A4TD's expertise as both a National SCSEP Grantee and an experienced multi-state SCSEP administrator. Finally, MDOL consulted with peer states, including Connecticut and New York, that have undergone similar SCSEP administrative transitions. Both states recommended maintaining multi-year subrecipient agreements during periods of transition due to the complexity of SCSEP administration and the importance of preserving operational continuity.

For these reasons, awarding the SCSEP subrecipient agreement to A4TD on a single-source basis is in the State's best interest and will ensure uninterrupted services, continuity of program operations, compliance with evolving federal requirements, and continued support for Maine's low-income older workers.

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

The funding allocation under this subrecipient agreement is fair and reasonable because it is based on the U.S. Department of Labor (USDOL)-approved Program Year (PY) 2026 SCSEP budget and budget narrative, developed in accordance with TEGL 13-25 and the requirements of the Senior Community Service Employment Program (SCSEP).

For PY2026, the Maine Department of Labor (MDOL) will pass through the entire federal award of \$467,301 to Vermont Associates for Training and Development, Inc. (A4TD) to administer the State SCSEP program. Unlike the previous program year, MDOL will not retain any portion of the federal award for personnel, administration, travel, equipment, supplies, contractual services, or indirect costs. All federal grant funds will be used by A4TD for direct program administration and participant services.

The budget allocation is based on the federally authorized participant positions assigned to the State SCSEP grant, applicable State of Maine and City of Portland minimum wage rates, projected participant fringe benefit costs, and allowable program expenditures. For PY2026, the State SCSEP grant will support 16 participant positions, including 12 positions in Cumberland County, 2 positions in York County, and 2 positions in Lincoln County. The approved budget allocates \$305,746 for participant wages and fringe benefits and includes a request for \$44,731 in Optional Additional Training and Supportive Services (OATSS), if approved by USDOL. Combined, these expenditures total \$350,477, satisfying the participant expenditure requirements established under TEGL 13-25.

In accordance with federal requirements, A4TD is also responsible for providing and documenting the required non-federal cost share of \$51,922 through allowable cash and/or in-kind contributions.

MDOL determined that the proposed budget is fair and reasonable because it reflects the federally approved budget, complies with SCSEP funding requirements, supports direct participant services and program operations, and leverages A4TD's existing statewide SCSEP infrastructure and experience as the National SCSEP Grantee serving the majority of Maine. The proposed funding will ensure continuity of services while providing employment and training opportunities for eligible older workers in Cumberland, Lincoln, and York Counties in accordance with the approved State SCSEP grant.

PART III: SUPPLEMENTAL INFORMATION**4. Describe the plan for future competition for the goods or services.**

MDOL anticipates that an additional implementation period may be necessary to fully stabilize program operations following the transition of the State SCSEP grant and the implementation of new federal requirements. Upon completion of this implementation period, and when program conditions support competition, MDOL intends to conduct a competitive Request for Applications (RFA) for future SCSEP subrecipient services.

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.

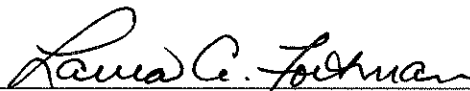
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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):



Typed Name:

Laura A. Fortman, Commissioner

Date:

8/14/2026

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>Thomas Paquette</i>		
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Typed Name:	Thomas Paquette	Date:	8/18/2026