

# 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: |                      | Christopher Montagna   |                      |           |  |
| (If applicable) Department Reference #:                 |                      |  |                      |           |  |
| Amount:<br>(Contract/Amendment/Grant)                   | <b>\$20,000</b>      | Advantage CT / RQS #:  | 20210901000000000557 |           |  |
| CONTRACT  | Proposed Start Date: |  | Proposed End Date:   |           |  |
| AMENDMENT   | Original Start Date: | 10/1/2021  | Effective Date:      |           |  |
|   | Previous End Date:   | 9/30/2022  | New End Date:        | no change |  |
| GRANT   | Project Start Date:  |  | Grant Start Date:    |           |  |
|   | Project End Date:    |  | Grant End Date:      |           |  |
| Vendor/Provider/Grantee Name, City, State:              |                      | <b>Maine Job Solutions LLC, Sullivan, ME 04664</b>   |                      |           |  |
| Brief Description of Goods/Services/Grant:              |                      | CRP employment Services (Trial work experience, Situational assessments, job development/placement, job coaching and long-term supports) |                      |           |  |

## 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>X</b> | B. Amendment                      |  | H. State Statute/Agency Directed |
|          | C. Single Source/Unique Vendor    |  | I. Federal Agency Directed       |
|          | D. Proprietary/Copyright/Patents  |  | J. Willing and Qualified         |
| <b>X</b> | 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.**

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## PART III: SUPPLEMENTAL INFORMATION

In 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 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.

**Maine Job 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. **Maine Job Solutions LLC** meets all applicable standards and staff qualifications; and has been fully approved as a CRP through **September 30, 2022**.

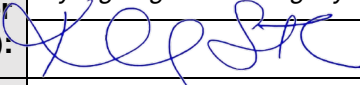
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

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. BRS increased hourly rates effective 7/1/2022.

### 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

|   |   |              |           |
|---|---|--------------|-----------|
| <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 Smith  | <b>Date:</b> | 9/23/2022 |
| <b>Signature of DAFS Procurement Official:</b>                          | <i>Kathy Paquette</i>   |              |           |
|   | <small>41C2BA36FAF44CD...</small>   |              |           |
| <b>Printed Name:</b>  | Kathy Paquette  | <b>Date:</b> | 9/27/2022 |