



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:		LABOR / BUREAU OF EMPLOYMENT SERVICES	
Department Contract Administrator or Grant Coordinator:		GINNY CARROLL, DIVISION DIRECTOR	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	12A	Advantage CT / RQS #:	120260810000000000348
Amount: (Contract/Amendment/Grant)		\$ 1,655,697.00	
CONTRACT	Proposed/Original Start Date:	Proposed/Most Recent End Date:	
AMENDMENT	New Effective Date:	New End Date (if Applicable):	
GRANT	Project Start Date:	Grant Start Date:	7/1/2026
	Project End Date:	Grant End Date:	6/30/2028
Vendor/Provider/Grantee Name, City, State:		County of Penobscot / Northeastern Workforce Board 97 Hammond St., Bangor, ME 04401	
Brief Description of Goods/Services/Grant:		Workforce Development Services	

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.

To provide Maine adults, dislocated workers, and youth in the local area with workforce development and training assistance as needed.

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.

Under the Workforce Innovation & Opportunity Act (WIOA), the Governor designates local workforce areas of the State. WIOA funds are passed through to Local Boards and County Commissioners who, as the legally designated subrecipients of these funds, award these funds for the delivery of workforce services in the local area. MDOL/BES is the State Workforce Agency through which a portion of these funds are passed through to the local areas according to a distribution formula delineated under WIOA Sections 128 and 133.

In accordance with sec. 182(e) of WIOA, available to local areas not later than 30 days after the date funds are made available to the State or 7 days after the date the local plan for the area is approved, whichever is later.

This local area is facing an immediate funding crisis. Its WIOA service providers have exhausted all available prior-year funds, creating an urgent risk to the continuity of required WIOA services and leaving the providers without resources to continue serving eligible participants. Immediate action is needed to prevent a disruption in critical workforce services.

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

The Maine DOL is the State Workforce Agency through which a portion of WIOA funds are passed through to local areas according to the distribution formula under WIOA Sections 128 and 133. The distribution is calculated based on Labor Market Information and U.S. Census data annually.

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

Under WIOA the Governor designates local workforce areas of the State in accordance with WIOA regulations. WIOA funds must be passed through to the local areas designated by the Governor.

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):

Libby Stone-Sterling

Typed Name:

Libby Stone-Sterling, Deputy
Commissioner

Date:

9/3/2026

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):

Libby Stone-Sterling

Typed Name:

Libby Stone-Sterling, Deputy
Commissioner

Date:

9/3/2026

****OSPS Section Only****

Signature of DAFS
Procurement Official:

DocuSigned by:

David Morris

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Typed Name:

David Morris

Date:

9/3/2026

NOI 0920260648