

# 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:		Chris Montagna		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$55,000.	Advantage CT / RQS #:	20220921*0862
CONTRACT	Proposed Start Date:	10/01/2022	Proposed End Date:	9/30/2023
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:		Cindy Johnson dba Johnson Employment Services, Auburn, ME		
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.)																									
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">A. Competitive Process</td><td style="padding: 5px; width: 50px;"></td></tr> <tr><td style="padding: 5px;">B. Amendment</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">C. Single Source/Unique Vendor</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">D. Proprietary/Copyright/Patents</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">E. Emergency</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">F. University Cooperative Project</td><td style="padding: 5px;"></td></tr> </table>	A. Competitive Process		B. Amendment		C. Single Source/Unique Vendor		D. Proprietary/Copyright/Patents		E. Emergency		F. University Cooperative Project		<table style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 5px;">G. Grant</td><td style="padding: 5px; width: 50px;"></td></tr> <tr><td style="padding: 5px;">H. State Statute/Agency Directed</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">I. Federal Agency Directed</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">J. Willing and Qualified</td><td style="padding: 5px; text-align: center;">x</td></tr> <tr><td style="padding: 5px;">K. Client Choice</td><td style="padding: 5px;"></td></tr> <tr><td style="padding: 5px;">L. Other Authorization</td><td style="padding: 5px;"></td></tr> </table>	G. Grant		H. State Statute/Agency Directed		I. Federal Agency Directed		J. Willing and Qualified	x	K. Client Choice		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.
<p><b>Cindy Johnson dba Johnson Employment Services</b> 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</p>

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## PART III: SUPPLEMENTAL INFORMATION

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. **Cindy Johnson Db a Johnson Employment Services** meets all applicable standards and staff qualifications; and has been fully approved as a CRP through **September 30, 2023.**

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

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.

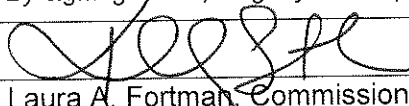

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

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. As of 7/1/2022, BRS increased rates \$5 dollars per hour to \$40 - \$50 depending on the service.

**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>	Laura A. Fortman, Commissioner	<b>Date:</b>	9/27/2022
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	10/5/2022