

# 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:		Adult Education	
Department Contract Administrator or Grant Coordinator:		Megan Dichter	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,184.00	Advantage CT / RQS #:	CT 20200106*1985
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	2/1/2020	Effective Date:
	Previous End Date:	6/30/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Bangor, Bangor, ME	
Brief Description of Goods/Services/Grant:		To run a marketing campaign to recruit for TechHire students	

## 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
<b>x</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

## PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

**A move to virtual online programming offered regionally to participants across the state. This coupled with a new mode of delivery required a marketing campaign to target, educate and recruit appropriate candidates for the final TechHire Cohorts. Bangor AE was contracted to create marketing materials and run two FaceBook advertising campaigns to recruit for Fall 20 and Spring 21 cohorts. This included advertising for 2 TechHire Info Nights that also coincided with the Fall 20 and Spring 21 start dates.**

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

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

Bangor Adult Education was a TechHire location and had successfully marketed for the first cohorts - successfully filling two cohorts before Covid 19. Because of their successful track record and knowledge of the TechHire programming they were ready to take on this work in a timely manner.


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

Rate for campaign staff is comparable to the campaigns run in the past at adult education programs.

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

The TechHire grant will be completed on 6/30/2021 and there will be no more funding from TechHire. However, Adult Education Programs will have 10 months to develop and fund a sustainable pathway that will remain after the TechHire funding is gone.

## 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>	Daniel A. Chuhta	<b>Date:</b>	10/19/2021
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i> <small>Michelle Fournier (Nov 24, 2021 10:39 EST)</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	Nov 24, 2021

# Bangor Techhire amended PJF 11.23.21 (1)

Final Audit Report

2021-11-24

Created:	2021-11-24
By:	Martha Verhille (martha.a.verhille@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAA1mkaohl4wXNmKTWkzz4Px6DIPtmTkEXw

## "Bangor Techhire amended PJF 11.23.21 (1)" History

-  Document created by Martha Verhille (martha.a.verhille@maine.gov)  
2021-11-24 - 3:34:29 PM GMT
-  Document emailed to Michelle Fournier (michelle.fournier@maine.gov) for signature  
2021-11-24 - 3:37:04 PM GMT
-  Email viewed by Michelle Fournier (michelle.fournier@maine.gov)  
2021-11-24 - 3:37:40 PM GMT
-  Document e-signed by Michelle Fournier (michelle.fournier@maine.gov)  
Signature Date: 2021-11-24 - 3:39:00 PM GMT - Time Source: server
-  Agreement completed.  
2021-11-24 - 3:39:00 PM GMT