

## 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:	Department of Education			
Department Contract Administrator or Grant Coordinator:	Amy Poland			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$63,911.70	Advantage CT / RQS #:	CT20180811*0570	
CONTRACT	Proposed Start Date:	10/15/2021	Proposed End Date:	8/31/2022
AMENDMENT	Original Start Date:	9/1/2018	Effective Date:	9/1/2021
	Previous End Date:	8/31/2022	New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	MSAD #11, Gardiner, ME			
Brief Description of Goods/Services/Grant:	Maine College and Career Access services-- educational services to prepare adult students for college and career and to increase their access and success in postsecondary education and training.			

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
X	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. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

**State of Maine  
Procurement Justification Form**

**PART III: SUPPLEMENTAL INFORMATION**

Maine College and Career Access (MCCA) provides high-quality comprehensive education and advising services to adults seeking education and training that leads to a post-high school credential of value. Most high-growth jobs in Maine require a credential beyond high school, and by 2020, 66% of jobs will require a credential (Educate Maine, Education Indicators for Maine Report, 2017). Increasing access and persistence to post-high school education and training is necessary for a strong Maine economy and workforce.

MCCA services, as part of a career pathways program, are part of the definition of adult education in Maine Statute. The Workforce Innovation and Opportunity Act (WIOA), under Title II—Adult Education and Literacy, includes in its purposes to “assist adults... in the transition to postsecondary education and training, including through career pathways...”

This amendment provides funding for MCCA services during the program year 2021 – 2022.

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

MSAD #11-Gardiner is a member of the adult education and career development hub (Hub) and serves as the fiscal agent. The Hub is a collaborative of local Maine adult education programs that work together to ensure that MCCA services are delivered in their region.

In 2018, Hubs were awarded grants for Maine College and Career Access services under RFP #201804081. Funding for MCCA services was only available to Maine adult education programs through their regional Hub.



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

Funding was allocated based on the grantee’s grant score and their submitted budget.

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

The Maine College and Career Access contract expires in August 2022. An RFP in 2022 will be issued for adult education programs to continue funding MCCA services.

# State of Maine Procurement Justification Form

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>	10/21/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	11/29/2021