



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

**PROCUREMENT JUSTIFICATION FORM (PJF)**

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 intranet site (Forms page) for additional instructions.*

**PART I: OVERVIEW**

Department Office/Division/Program:		DHHS/OADS/ID/DD/Training	
Department Contract Administrator or Grant Coordinator:		Althea Harris / Melanie Boucher	
(If applicable) Department Reference #:		ADS-23-9110	
Amount: (Contract/Amendment/Grant)	\$9,900.00	Advantage CT / RQS #:	CT 10A 20220930000000000973
<b>CONTRACT</b>	Proposed Start Date:	<b>11/01/2022</b>	Proposed End Date: <b>06/30/2023</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Job Path, Inc. New York, New York	
Brief Description of Goods/Services/Grant:		Virtual interactive training focusing on enhancing employment services that result in Competitive Integrated Employment for people with Intellectual Disabilities and Autism.	

**PART II: JUSTIFICATION FOR VENDOR SELECTION**

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

**PART III: SUPPLEMENTAL INFORMATION**

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>
<p>This service is to provide virtual interactive training focusing on best practices in planning, services, support, and resource development to enhance the system’s capacity to provide coordinating and comprehensive employment services that result in Competitive Integrated Employment for the full spectrum of people with intellectual disabilities and autism. The training will build on and incorporate best practices in supported employment, customized employment, person-centered planning, and benefits planning. Training will utilize break-out sessions to encourage collaborative work, and identifying and addressing issues.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p>
<p>The organization Job Path has a strong history in New York State starting in 1978 and provides employment and housing support to people to be involved in their communities. The Provider will be using Rachel Pollock as the Subject Matter Expert (SME) for this contract. Her extensive, 35 plus years, of experience providing employment services using best practices including supporting individuals with intellectual disabilities and autism. Rachel Pollock is a SME for the Office of Disability Employment Policy (ODEP) at the Federal Department of Labor who has provided technical support and training to Delaware and other states in the systemic development of good services with Vocational Rehabilitation and Waiver funded professionals. Her extensive experience, knowledge, expertise in this role as an SME on creating systemic employment systems is necessary and unique to the Provider.</p> <p>Rachel Pollock will be able to draw upon both her experience running an organization (Job Path) and her extensive role as a Subject Matter Expert for the ODEP providing consultation to States to improve services to individuals with intellectual disabilities and autism.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>
<p>The rates are similar or lower than rates paid to other contracted experts in Intellectual Disabilities and Autism Services.</p> <p>The proposed workplan was developed in collaboration with the Department of Labor, Bureau of Rehabilitation to meet the joint needs of professionals who work to support individuals with intellectual disabilities and autism. Based on the needs of OADS the drafted workplan was then reviewed and a proposal was submitted to OADS from Rachel Pollock which has been reviewed and determined to meet the needs of the Office.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>
<p>This is anticipated to be a one-time service, therefore the Department does not intend to RFP this service.</p>

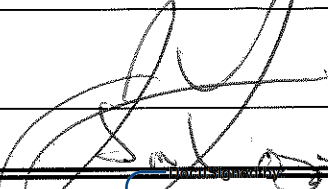
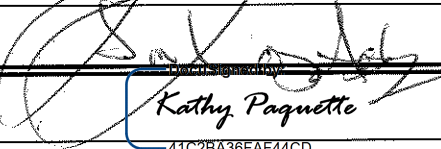
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

<p>Does this request utilize ARPA/MJRP funds?</p>
<p><input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).</p>
<p><input checked="" type="checkbox"/> No – If No, proceed to Part V</p>

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	5-12-22
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	11/8/2022