



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:		Department of Labor, Bureau of Employment Services		
Department Contract Administrator or Grant Coordinator:		Tarlán Ahmadov, Division Director of Programs; Deanna Partridge, SCSEP Program Manager		
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS #:	CT 12A 20251008000000000771	
Amount: (Contract/Amendment/Grant)		\$471,274.00		
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	7/1/2025
	Project End Date:		Grant End Date:	6/30/2026
Vendor/Provider/Grantee Name, City, State:		Vermont Associates for Training and Development, Inc. Saint Albans, Vermont (DBA A4TD)		
Brief Description of Goods/Services/Grant:		State grant to administer the Senior Community Service Employment Program (SCSEP) in Cumberland, Lincoln and part of York Counties per USDOL ETA TEGL 16-24		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for 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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	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.

The Senior Community Service Employment Program (SCSEP) helps older adults obtain job training, increase their income, learn new skills, and find jobs. SCSEP makes it possible for the State to promote the economic independence of older Americans by providing the opportunity for eligible participants to obtain training and unsubsidized employment. The primary focus of SCSEP is to provide participants community service training and job placement. Training programs at community service host sites allow participants to participate in providing community service to local communities. Participants gain confidence and experience in modern work settings; build marketable skills necessary for unsubsidized positions; access relevant support services to increase work-ready capacity; and, ultimately, advance toward sustainable economic independence through meaningful employment. The current SCSEP State grant cycle, for both funding and performance, runs July 1, 2025-June 30, 2026. MDOL received Notice of Award from United States Department of Labor (USDOL) on September 19, 2025, to be the new administrator of the State SCSEP grant for Cumberland, Lincoln and part of York Counties, effective immediately. MDOL will manage the grant utilizing a subgrantee to enroll and manage participants and host worksites, provide training and work-based learning programming and facilitate related support services.

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.

MDOL is seeking to secure Vermont Associates for Training and Development, Inc. (Doing Business As A4TD) as a Single Source Provider for this current SCSEP grant cycle under Emergency circumstances. A4TD is currently providing the exact services as the National SCSEP administrator for Maine serving 13.5 counties, which it has done for many years. A4TD is already an approved user of the federally required Grants Performance Management System database for managing all participant information. As MDOL's subrecipient, all participant information will be managed by A4TD through this secure GPMS system as required by USDOL. Additionally, A4TD already has USDOL-approved policies and the existing programmatic infrastructure to rapidly expand to the 2.5 counties served under the State grant with minimal start-up time. This is crucial because the abrupt transition of the State SCSEP grant from Maine DHHS to MDOL and the delayed issuance of funding from USDOL necessitated all current State grant participants to be placed on furlough from their paid work experiences and their related direct support services to be suspended since September 1, 2025. Current SCSEP participants, all low-income older workers, will remain on furlough until MDOL completes the transition and reestablishing programming. Further, enrollment of new participants is also suspended until the relaunch of the program. Financially vulnerable seniors who have depended on wages, support and skills-building through this program are literally on hold. Every week of delay represents literally hundreds of hours of lost wages and skill development for senior Mainers.

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

TEGL 16-24 provides strict guidance to the allocation of federal SCSEP grant funds and the amount of matching funds Maine must contribute as the State grantee. Per the grant, a minimum of 75% of the federal funds must be allocated to wages and fringe for a minimum of 21 participants.

PART III: SUPPLEMENTAL INFORMATION

For all other participants costs, MDOL determined that the figures provided by A4TD are fair and reasonable based on support service averages provided to SCSEP participants by Maine DHHS in previous year. MDOL BES compared the average per participant support service provided through similar workforce development training and employment programs such as the recent QUEST Displaced Workers Grant and the Workforce Innovation and Opportunity Act services operating in the same service area. The staff and staff fringe costs A4TD has quoted for a percentage of a position dedicated to participant case management is comparable to the industry average starting wage and benefits package offered to workforce development specialist / career advisor positions with similar workforce development providers in the region.

A4TD has provided a vigorous and realistic implementation and expansion plan for recruitment, onboarding and retention of both participants and community service host agencies. The associated line items A4TD has provided are comparable or lower than current workforce development training and employment pilot projects doing comparable activities. A4TD is able to provide the volume and standard of appropriate services required to make this emergent transition and program relaunch successful because the organization is the very experienced National grantee administrator of this exact program in Maine's other 13.5 counties, as well as a subrecipient in several other states. A4TD has the infrastructure, policies and much of the staff already in place to successfully execute contracted deliverables with very little lead time within this otherwise slim financial margin.

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

After this initial year of transitioning SCSEP from the former State grantee Maine Department of Health and Human Services, MDOL intends to issue a competitive Request for Applications for the next USDOL State SCSEP grant cycle anticipated to begin July 2026.

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):			
Typed Name:	Kimberly A Smith, Deputy Commissioner	Date:	11/6/2025
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 <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	11/12/2025