



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		DHHS/OADS/Community and Employment Services/Lisa Sturtevant/Stacy Foster	
Department Contract Administrator or Grant Coordinator:		Debbie Weston / Melanie Boucher	
(If applicable) Department Reference #:		ADS-24-9481A	
Amount: (Contract/Amendment/Grant)	Original \$15,000.00 Amend \$10,000.00 Revised \$25,000.00	Advantage CT / RQS #:	CT 10A 20231030000000001241
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	10/1/2024
	Previous End Date:	New End Date:	6/30/2025
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		University of Maine System New Ventures Maine Augusta, ME	
Brief Description of Goods/Services/Grant:		Self-Employment Pilot Project	

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 checked="" 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

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

Amend A (10/1/2024 through 6/30/2025) adds \$10,000 for preparation and planning for teaching one 10-week session of Self-Employment for ME curriculum (winter or early spring 2025), with an estimated time commitment of 1.5 hrs. to 2 hrs. and one-one guidance and support for up to 6 class participants on business plan development and to connect with business mentors and self-employment resources.

The purpose of this agreement is to provide support and oversight to the redesign of a self-employment curriculum for Maine that will support people with disabilities to learn about and develop a plan for self-employment.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

New Ventures Maine (NVM) provides support and classes to people currently to explore and plan for self-employment. NVM has a background in assisting Mainers to develop business plans that have led to successful small business start-ups. They are a state side entity that provides tuition free programs for career, business and financial education. NVM has been in existence for 40 years in Maine, founded in 1978 as the Displaced Homemakers Program and is connected to the University of Maine. Staff who provide the classes bring long careers working with people and understand the needed resources and connections such as to the Small Business Development Center (SBDC). NVM has an Advisory Council appointment by the Governor that provides strategic guidance and support. There are no similar entities in Maine who are equally qualified to provide the needed services outlined in the contract

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

OADS staff have met with NVM and discussed the Scope of Work and together have developed a proposed budget and deliverables. Staff hourly costs are in alignment with other contracts that are between 150.00 and 250.00 per hour. NVM costs are at 150.00 per hour for staff time for curriculum revision and 250.00 per hour for Individual Advising.

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

Ongoing work to run twice yearly self-employment classes for people with Disabilities utilizing the developed Maine Curriculum will be developed in an RFP for 2024-2025.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

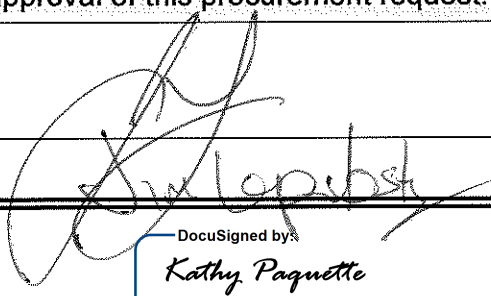

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	6 - Dec -24
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	12/23/2024