



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:		Maine Department of Labor – Bureau of Employment Services		
Department Contract Administrator or Grant Coordinator:		Kimberley Moore & Angelina Klouthis Jean		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$485,421	Advantage CT / RQS #:	CT 12A 20240506000000003116
CONTRACT	Proposed Start Date:	5/1/2024	Proposed End Date:	9/30/2026
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Eastern Maine Development Corporation		
Brief Description of Goods/Services/Grant:		The purpose of this contract is to offer additional opportunities for job seekers and businesses through the Progressive Employment model. Progressive Employment is a model that helps job seekers and employers through the support of community organizations and resource partners. For this pilot the target audience includes individuals in recovery and justice involved individuals. Employers and jobseekers can obtain support to develop work experiences, on the job training, company tours, mock interviews and other career exploration tools.		

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 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.	<p>This initiative will expand the utilization of Progressive Employment, an evidence-based dual customer practice proven successful in increasing the employment of individuals who have not been traditionally employed in the workforce, including those who have little or no work history due to barriers - including stigma - but want to work. For the last five years, MDOL's Division of Vocational Rehabilitation incrementally and successfully deployed Progressive Employment statewide to employers and people with disabilities of all ages who are seeking employment. This contract will allow MDOL to pilot this evidence-based approach among two communities disproportionately impacted by the COVID-19 pandemic and facing significant barriers to employment-individuals who are justice-involved and those in recovery. Engagement of this previously untapped workforce will be key to Maine's economic recovery and the achievement of adding 75,000 workers to our talent pool as identified in the 10-Year Economic Development Strategy.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Under the Workforce Innovation and Opportunity Act (WIOA) PL 113-128, the Governor designated federal employment and training program funds who, as the legally designated subrecipients of these funds, award and oversee the delivery of workforce services in the local area using these funds. MDOL/Bureau of Employment Services is the State Workforce Agency through which these funds are passed through to local areas, including Eastern Maine Development Corporation in order to provide these federally funded employment and training programs. These ARPA funds will enhance the work of the provider who is uniquely set-up to provide the services and supplement already existing resources.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Negotiated costs are based on rates for similar services purchased from this vendor previously.</p>
4. Describe the plan for future competition for the goods or services.	<p>The Business Case (P.52.2- Workers Fund) approving use of these one-time MJRP/ARPA funds was approved on December 5, 2022. At this time there is no plan to continue this funding/project beyond the contract period.</p>

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



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Kimberly Smith, Deputy Commissioner	Date:	6/7/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	6/27/2024