



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:	Education/Office of Teaching and Learning/Early Learning Team			
Department Contract Administrator or Grant Coordinator:	Renee Reilly, MDOE Preschool Development Grant Manager			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ Varies	Advantage CT / RQS #:	Multiple Contracts: See attached list	
CONTRACT	Proposed Start Date:	6/3/2024	Proposed End Date:	6/30/2025
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Various School Administrative Units (see attached list)			
Brief Description of Goods/Services/Grant:	Funding to support participation in pilots for the 2 nd Grade for ME Instructional Program and Math Component of the K for ME, 1 st Grade for ME, and 2 nd Grade for ME Instruction Programs			

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 checked="" type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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
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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.

One of the approved projects in Maine's Preschool Development Renewal Grant is the pilot of the 2nd Grade for ME instructional program with second grade teachers as well as enhancements to the K for ME, 1st Grade for ME, and 2nd Grade for ME programs. During the 2024-25 school year, Kindergarten, first and second grade teachers from 3 school administrative units (SAUs) have willingly agreed to participate in the pilot of the 2nd Grade for ME instructional program and the math components for K for ME, 1st Grade for ME, and 2nd Grade for ME. The contracts associated with the pilots will support the purchase of the instructional materials necessary for program implementation as well as stipends and travel costs associated with educator participation in the required professional learning for the program.

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

The 3 SAUs selected to participate all agreed to support participation of their educators to complete the requirements of pilots during the 2024-25 school year. No SAUs who expressed interest were excluded from the opportunity to participate.

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

A fixed rate per educator participating in the pilots was determined based on the estimated costs of instructional program materials and the amount of out of duty time/travel costs educators would incur participating in professional learning.

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

Notification of the opportunity was provided to all Maine school administrative units and all who expressed interest and agreed to the requirements of the pilot were selected to participate. Should the Department of Education have the need to pilot additional instructional programs/program components, notification will be provided so that all Maine SAUs have opportunity to participate.

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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	5/30/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/12/2024

**2nd Grade for ME and K/1/2 Math Component Pilots
2024-25 School Year**

School Administrative Unit	Vendor Code	Address	Estimated Award	CT #
Brunswick School Department	VC0000101915	85 Union Street Brunswick, ME 04011	\$65,500	20240523000000003376
RSU 41/MSAD 41	VC0000102046	20 Howland Road Lagrange, ME 04453	\$21,000	20240523000000003377
RSU 54/MSAD 54	VC0000102217	196 West Front Street Skowhegan, ME 04976	TBD: \$23,000- \$30,000	20240523000000003378

Certificate Of Completion

Envelope Id: 27849EA71D97462FAEF1E2374404FC99	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 34	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 5/30/2024 4:04:35 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
Using IP Address: 72.231.250.95

Timestamp

Sent: 5/30/2024 4:04:36 PM
Viewed: 5/30/2024 4:04:57 PM
Signed: 5/30/2024 4:06:34 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	5/30/2024 4:04:36 PM
Certified Delivered	Security Checked	5/30/2024 4:04:57 PM
Signing Complete	Security Checked	5/30/2024 4:06:34 PM
Completed	Security Checked	5/30/2024 4:06:34 PM

Payment Events

Status

Timestamps