

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Education / Transportation		
Department Contract Administrator or Grant Coordinator:		Pat Hinckley		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	Up to and NTE \$12,000.00	Advantage CT / RQS #:	CT05A20210316*2450	
CONTRACT	Proposed Start Date:	April 20, 2021	Proposed End Date:	June 30, 2021
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:		Maine Association for Pupil Transportation (MAPT)		
Brief Description of Goods/Services/Grant:		Provide in-service school bus driver training throughout Maine that will be delivered virtually by experienced Maine school bus drivers, including online training certificates and conference registration.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization – COVID-19

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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

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PART III: SUPPLEMENTAL INFORMATION

29-A M.R.S. section 2303.4 requires Maine DOE, within available resources, to develop, certify and administer training for school bus drivers.

Maine Code of Maine Rule (05-071 CMR Chap. 81) requires school transportation employees to complete in-service transportation safety training.

Due to COVID-19, 2021 Regional School Transportation Safety Training sessions, certificates, and registration are planned to be delivered virtually.

Standards, laws, and implementation related to school bus driver training and safety are complex. They include driving skills, special need student transport, seat technology, pre- and post-trip bus inspection, student management, state and federal regulations, and more. The range and complexity of transportation information and skills requires annual training in order for schools to provide safe reliable student transportation. This regional training is *not* CDL license training, it is annual in-service training delivered by and for Maine school bus drivers.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

We understand that Maine Association for Pupil Transportation (MAPT) is the only organization in Maine that provides school bus driver training delivered by school bus drivers who are local transportation directors and aligns with Maine school bus laws.

School bus driver training requires technical knowledge of Maine PK-12 school transportation operations and trainers who hold a commercial driver license (CDL) with school bus (S) and passenger (P) endorsements.

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

Maine DOE allocates \$12,000 annually to meet regulatory requirements to provide school bus driver training.

MAPT provides in-kind contribution of member planning and training time. As FY21 training will be delivered virtually due to the pandemic, regional conference costs are estimated to include filming, film editing, travel cost for trainers to travel to recording studio, registration set-up, and certification development. As MAPT is a non-profit and the training would be recorded by a local community television station, the total actual regional conference cost has potential to be less than the \$12,000 estimate.

Historically, when training was presented by MAPT traveling to six Maine regions to deliver in person training, the total cost to deliver regional conference training was higher than \$12,000 and MAPT paid the balance of cost.


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

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PART III: SUPPLEMENTAL INFORMATION

We are not aware of professional development training services that are specifically designed for school bus drivers that is delivered by Maine school bus drivers who are transportation directors, and aligns with Maine school bus laws.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel Chuhta	Date:	3/25/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
	<small>066BBD96EE5347F...</small> Michelle Fournier		
Printed Name:	Michelle Fournier	Date:	3/29/2021


Certificate Of Completion

Envelope Id: 2962F62C527449FCBF385611F6A8E5F9	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
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Status: Original 3/25/2021 9:52:14 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 3/25/2021 9:52:15 AM Viewed: 3/25/2021 9:52:29 AM Signed: 3/25/2021 9:52:56 AM 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

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Carbon Copy Events

Status

Timestamp

Witness Events

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Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	3/25/2021 9:52:15 AM
Certified Delivered	Security Checked	3/25/2021 9:52:29 AM
Signing Complete	Security Checked	3/25/2021 9:52:56 AM
Completed	Security Checked	3/25/2021 9:52:56 AM

Payment Events

Status

Timestamps