

# 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, Education in the Unorganized Territory	
Department Contract Administrator or Grant Coordinator:		RHONDA CASEY	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 18,385.40	Advantage CT / RQS #:	05C 20201006000000000385
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		APPLE INC, AUSTI TX	
Brief Description of Goods/Services/Grant:		MACBOOK AIRS, IPADS, AND APPLE CARE	

## 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization – ELEM SECOND SCHOOL EMERG RELIEF FUNDS 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.**

**The electronic devices at the Connor Elementary School and Edmunds Consolidated School are outdated and hinder the students' ability to access remote learning activities as well as the teachers' capacity to provide continuous instruction during remote learning sessions. By utilizing grant funds from the Elementary Secondary School Emergency Relief Funds (ESSERF) and updating instructional devices students and staff will be able to transition from in school instruction to remote learning with little disruption to learning.**

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## PART III: SUPPLEMENTAL INFORMATION

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

Apple is the preferred student instruction device, and a quote was obtained from Apple as a measure to gain information to the cost of the needed devices. In addition, the devices will be compatible with the other Apple technology already established within the Education in the Unorganized Territory schools.


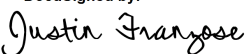
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The vendor provide a quote for Apple products, which the department deemed fair and reasonable.

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

The Education is willing to accept goods and services from any willing and qualified vendor.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel Chuhta	<b>Date:</b>	11/23/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	12/4/2020


## Certificate Of Completion

Envelope Id: 4B390E07244044DEBF1FA19939EA7C56	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Enveloped Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.186.11

## Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
11/23/2020 8:44:09 AM	Daniel.Chuhta@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

## Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 11/23/2020 8:44:10 AM Viewed: 11/23/2020 8:44:30 AM Signed: 11/23/2020 8:45:01 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**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	11/23/2020 8:44:11 AM
Certified Delivered	Security Checked	11/23/2020 8:44:30 AM
Signing Complete	Security Checked	11/23/2020 8:45:01 AM
Completed	Security Checked	11/23/2020 8:45:01 AM

## Payment Events

Status

Timestamps