



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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:		Department of Education - Special Services	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 70,000.00	Advantage CT / RQS #:	20221209*1638
CONTRACT	Proposed Start Date:	1/3/2023	Proposed End Date: 6/30/2024
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:		WestEd 4665 Lampson Avenue Los Alamitos, CA 90720	
Brief Description of Goods/Services/Grant:		WestEd, will support the Maine Department of Education's project to revise Maine Unified Special Education Regulations, 05-071 Chapter 101 (MUSER).	

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.

There is an immediate need for consolidating and coordinating historical recommendations for regulatory amendment developed by Department of Education (Department) leadership as well as necessary amendments consistent with policy and statutory changes since MUSER's effective date of August 25, 2017. There is also need for reformatting and restructuring of MUSER to reflect the new organizational structure required by the Department, inclusive of creation of separate regulations governing programs for children with disabilities ages birth to three and children with disabilities ages 3 through twenty-one.

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

Teri Williams Valentine an employee at WestEd, is uniquely positioned to undertake this work given her expertise and experience in the field of special education and law. Ms. Williams Valentine formerly served as associate general counsel and special education policy director at a state education agency where she was responsible for drafting regulations and managing administrative processes related to promulgation of state regulations and developing and implementing special education policy and practice consistent with federal and state legal requirements.

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

The rates are comparable to others who contract for education related services and the funding was allocated to the grantee since she has the necessary expertise with a focus on the federal Individuals with Disabilities Education Act (IDEA) and state special education law.

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

Any future need for improvement work across the state will be discussed and then processed in accordance with State procurement policies and procedures.

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:

Daniel A. Chuhta

Date:

12/14/2022

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle Fournier

Typed Name:

066BBD96EE5347F...
Michelle Fournier

Date:

1/17/2023