



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State Procurement Services.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education, Office of Special Services and Inclusive Education	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 80,000.00	Advantage CT / RQS #:	05A 20250102*1670
CONTRACT	Proposed Start Date:	1/6/2025	Proposed End Date: 6/30/2026
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 Parent Federation Augusta, ME 04330	
Brief Description of Goods/Services/Grant:		Assistance to provide inclusionary programming in Maine schools	

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.

Family engagement and support are key to implementation of inclusive programming for students with disabilities in local school communities. The Maine Parent Federation (MPF) services are necessary to assist the Office of Special Services & Inclusive Education in support of inclusionary programming in Maine schools including but not limited to Maine Positive Behavior Interventions & Supports (PBIS) and Math4ME programs.

It is necessary for the department to engage with families and family organizations to develop supports for schools and community partners to better provide services and programming for students with disabilities in inclusive settings.

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

One required component of the funding from Office of Special Education Programs (OSEP) as part of the state personnel development grants (SPDG) is to engage and contract with the state's Parent Training and Information Center (PTI). In Maine, the only organization that meets this requirement is the Maine Parent Federation (MPF).

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

The costs are comparable to other contracts doing similar types of work based on the expertise of the vendor.

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. Currently, there is only one Provider who can provide these services under the requirements of the SPDG grant.

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.

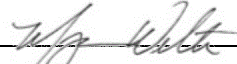

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Megan Welter	Date:	1/22/2025
Signature of DAFS Procurement Official:	 <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	1/23/2025

Certificate Of Completion

Envelope Id: 7126CC16-4090-464C-A24E-975527DBAC69	Status: Completed
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Megan Welter
megan.welter@maine.gov
Associate Commissioner of Public Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
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Sent: 1/22/2025 10:50:45 AM
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Signed: 1/22/2025 10:51:14 AM
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Electronic Record and Signature Disclosure:
Accepted: 2/22/2022 8:43:12 AM
ID: a3f5e052-e68a-4555-b08f-3ab2586f161c

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

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Timestamp

Witness Events

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Notary Events

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Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	1/22/2025 10:50:45 AM
Certified Delivered	Security Checked	1/22/2025 10:50:55 AM
Signing Complete	Security Checked	1/22/2025 10:51:14 AM
Completed	Security Checked	1/22/2025 10:51:14 AM

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Status

Timestamps

Electronic Record and Signature Disclosure

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

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To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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- ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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