



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.

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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:	Maine Department of 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)	\$ 20,874.00	Advantage CT / RQS #:	20241211000000001524	
CONTRACT	Proposed Start Date:	12/30/2024	Proposed End Date:	12/30/2025
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:	Patti Bailie/VC0000228245 1435 Middle Rd New Portland, ME 04961			
Brief Description of Goods/Services/Grant:	Development of a nature-based outdoor learning enhancement for K, 1st Grade, and 2nd Grade For ME open-source instructional 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 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.

Maine was awarded a 3-year federally funded Preschool Development Grant (PDG) in which funding was approved to develop an open-source, interdisciplinary instructional programming for Pre-K through 2nd grades based on curricula developed by the Boston Public Schools.

Dr. Patti Bailie will collaborate with the Maine DOE's Early Childhood Consultant, PDG Manager, and the consultant working with the Boston Public Schools to develop a nature-based/outdoor learning lesson enhancements for the K through 2nd grades open-sourced instructional programs developed for Maine.

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

This vendor was contracted previously to develop the nature-based outdoor learning enhancement for the Pre-K for ME open-sourced instructional program, and her experience and knowledge of Maine's open-sourced instructional programming makes her uniquely experienced and qualified to continue the development of the nature-based outdoor learning enhancements for the K through 2nd grades. Dr. Bailie is a Professor of Early Childhood Education with the University of Maine at Farmington who is nationally recognized for her work in outdoor learning.

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

The negotiated cost of developing outdoor-based outdoor learning enhancements for K through 2nd grades (3 grades) was based on the cost for this same vendor to develop the Pre-K nature-based outdoor learning enhancements in 2018/2019.

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

If there is a need for this service in the future, the Department will look at ways of fostering competition for these services.

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.


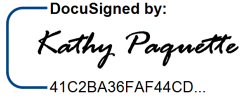
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Daniel A. Chuhta, Deputy Commissioner	Date:	1/28/2025
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	1/30/2025

Certificate Of Completion

Envelope Id: D6772394-F411-4EF0-81E3-478C86F8B8E0

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

Document Pages: 22

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 64.207.219.135

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

1/28/2025 11:58:20 AM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Maine Department of Education

Location: DocuSign

Signer Events

Signature

Timestamp

Daniel A. Chuhta

Sent: 1/28/2025 11:58:22 AM

Daniel.Chuhta@maine.gov

Viewed: 1/28/2025 11:59:04 AM

Deputy Commissioner

Signed: 1/28/2025 12:00:08 PM

Maine Department of Education

Freeform Signing

Security Level: Email, Account Authentication
(None)

Signature Adoption: Drawn on Device

Using IP Address: 198.182.163.113

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

1/28/2025 11:58:22 AM

Certified Delivered

Security Checked

1/28/2025 11:59:04 AM

Signing Complete

Security Checked

1/28/2025 12:00:08 PM

Completed

Security Checked

1/28/2025 12:00:08 PM

Payment Events

Status

Timestamps