



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Education/Maine School Safety Center/Transportation	
Department Contract Administrator or Grant Coordinator:		Cheryl Brackett	
(If applicable) Department Reference #:		n/a	
Agency Department Code:	05A	Advantage CT / RQS #:	20240412*2835
Amount: (Contract/Amendment/Grant)		\$35,000	
CONTRACT	Proposed/Original Start Date:	7/1/2024	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	11/3/2025	New End Date (if Applicable): 6/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Maine Association of Pupil Transportation, Farmington ME	
Brief Description of Goods/Services/Grant:		Regional and annual school transportation safety conferences	

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 checked="" 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. Higher Education 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.

The purpose of this Contract is to provide a Maine Regional School Transportation Safety conferences. The purpose of the conference is to provide training to school transportation personnel to meet the requirements of [29-A M.R.S. § 2303](#) and [Code of Maine Regulations \(05-071 CMR Chapter 81 \(4\)\)](#) School Transportation Safety. Under Rule Chapter 81, school bus drivers shall successfully complete a minimum of sixteen hours of in-service training annually. The annual in-service training shall include both behind-the-wheel and classroom training.

The Provider shall deliver school transportation conferences that are focused on school bus driver and student safety and supports the minimum State of Maine training requirements for transportation employees in-service safety practices. Under the contract, there will be one annual conference for the entire state and five regional conferences across the state. The professional development that will be provided will be taught by experienced transportation directors from across the state. All conferences shall be in-person.

The Department of Education partners with MAPT to ensure this training is accessible to districts across the state. This partnership is a critical investment in student safety—made even more evident in light of the recent accident involving one of our schools.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

There is no other organization in Maine with the school transportation expertise, statewide network, and capacity to deliver this level of high-quality, safety-focused training to school bus drivers in Maine. Every state in the United States has an Association of Pupil Transportation, as well as a national-level organization—NAPT (National Association for Pupil Transportation). These organizations primary purpose is for training school transportation personnel. MAPT is the only such state level organization in Maine.

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

The cost of this contract is comparable to previous contracts for the same services; however, this contract includes a reduction in the number of regional conferences from six to five. This reduction reflects increased travel and lodging costs. Consolidating the southern region into a single, larger conference represents a fiscally responsible approach while maintaining service delivery.

The regional conferences are offered to SAUs at no cost. Conferences are hosted at school facilities, and participating schools typically provide meals for attendees through their cafeterias, further minimizing expenses.

Conference sessions are facilitated by transportation directors from across the state who volunteer their time and are not compensated for their participation. Other SAU staff also volunteer for other work which further keeps the costs down.

PART III: SUPPLEMENTAL INFORMATION

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

Given MAPT’s unique qualifications, proven delivery model, and the critical role they play in supporting the safety of Maine students, contracting with MAPT represents the only feasible and responsible option for meeting the Department’s statutory and operational training requirements. Their services are essential to maintaining a well-trained workforce of school bus drivers across the state, and continuing this partnership is a necessary investment in student safety. If another viable organization emerges, the Department will use the competitive bidding process. The Department researches the availability of other organization every year.

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) or (026) – 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):



Typed Name: Megan Welter, Associate Commissioner


Date: 12/17/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):

Typed Name:		Date:	
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****OSPS Section Only****

Signature of DAFS Procurement Official:	 Signed by: Sterling Doiron <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	1/6/2026

Certificate Of Completion

Envelope Id: 91EB3F2C-7FA7-4145-AD60-75468A76E7B2

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

Document Pages: 7

Signatures: 2

Envelope Originator:

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Initials: 0

Megan Welter

AutoNav: Enabled

megan.welter@maine.gov

Envelopeld Stamping: Disabled

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megan.welter@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Maine Department of Education

Location: Docusign

Signer Events

Signature

Timestamp

Megan Welter

Sent: 12/17/2025 3:34:00 PM

megan.welter@maine.gov

Viewed: 12/17/2025 3:34:13 PM

Associate Commissioner of Public Education

Signed: 12/17/2025 3:34:57 PM

Security Level: Email, Account Authentication (None)

Freeform Signing

Signature Adoption: Uploaded Signature Image

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Electronic Record and Signature Disclosure:

Accepted: 2/22/2022 8:43:12 AM

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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

12/17/2025 3:34:00 PM

Certified Delivered

Security Checked

12/17/2025 3:34:13 PM

Signing Complete

Security Checked

12/17/2025 3:34:57 PM

Completed

Security Checked

12/17/2025 3:34:57 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

Certificate Of Completion

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 Subject: Complete with Docusign: PJF MAPT 2026 signed_by DOE.pdf
 Source Envelope:
 Document Pages: 5
 Certificate Pages: 1
 AutoNav: Disabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Sterling Doiron
 77 State House Station
 111 Sewall Street
 Augusta, ME 04333
 Sterling.Doiron@maine.gov
 IP Address: 198.182.163.113


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Status: Original
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Signature

Signed by:

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4C537C52B586437...
 Signature Adoption: Pre-selected Style
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 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

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Event	Status	Timestamp
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Signing Complete	Security Checked	1/6/2026 8:17:09 AM
Completed	Security Checked	1/6/2026 8:17:09 AM

Payment Events

Status

Timestamps