



## 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:	Department of Education/Office of Teaching and Learning/Early Learning Team		
Department Contract Administrator or Grant Coordinator:	Renee Reilly, Maine DOE Preschool Development Grant Manager		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	05A	Advantage CT / RQS #:	20230419000000002756
Amount: (Contract/Amendment/Grant)	\$10,895.66		
CONTRACT	Proposed/Original Start Date:	6/5/2023	Proposed/Most Recent End Date: 12/30/2025
AMENDMENT	New Effective Date:	12/15/2025	New End Date (if Applicable): 12/30/2025
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Policy Equity Group Washington, DC		
Brief Description of Goods/Services/Grant:	Provision of technical assistance and facilitation services related to state-funded public pre-k partnership.		

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.

Maine's Department of Health and Human Services, in partnership with Maine's Department of Education, was awarded a Preschool Development B-5 Renewal Grant in December 2022. One of the approved grant projects was the formation of an advisory group to study public pre-k expansion in Maine through a mixed-delivery system in order to design and implement a pilot project to test public pre-k delivery through child care and other community-based providers and to make recommendations for how to support continued expansion of public pre-k utilizing Maine's early childhood mixed-delivery system by leveraging partnerships with community-based providers.

Since June 2023, Policy Equity Group, LLC has been providing their expertise in public pre-k mixed delivery system to ensure that lessons learned from the expansion of public pre-k in Maine and nationally are identified and considered, by providing technical assistance to the Pre-K Advisory Team. Additionally, they ensure that the diverse perspectives from across Maine's mixed-delivery system are shared equitably through the work of the advisory team, including those of state level agency staff, with skilled facilitation services.

To complete this Pre-K Advisory Team and Pre-K Partnership Pilot, the Policy Equity Group, LLC will write a set of recommendations for the expansion of public Pre-K in the State of Maine and write a brief to outline policy recommendations.

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.

Whereas the federal grant funding for this contract ends shortly (12/30/25), engaging a new vendor at this stage would require significant time and resources to orient the vendor to the project's history, establish working relationships with DOE staff, and build trust and rapport with Advisory Team members. This transition would likely result in project delays and disruptions to ongoing work to finalize the project. Maintaining Policy Equity Group, LLC ensures continuity, efficiency, and the timely advancement of project objectives.

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

The proposed costs are directly tied to the increased number of hours necessary to support research, stakeholder engagement, facilitation, analysis, and the preparation of final deliverables. The average hourly rate of \$191 is reasonable and appropriate given the scope, complexity, and importance of the work and aligns with the project's objectives and timeline.

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

This project was part of the Preschool Development Grant application that was awarded in December 31, 2022 – December 30, 2025. If a similar project is conducted in the future, a competition could be used to identify a suitable vendor.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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:	Daniel A. Chuhta, Deputy Commissioner	Date:	12/19/2025

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:	

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by:  066BBD96EE5347F...		
Typed Name:	Michelle Knox	Date:	1/12/2026

### Certificate Of Completion

Envelope Id: B98984C3-220E-4DFB-898C-BE82494C87A9

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

Document Pages: 7

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 64.207.219.8

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

### Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

12/19/2025 11:23:23 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: 12/19/2025 11:23:24 AM

Daniel.Chuhta@maine.gov

Viewed: 12/19/2025 11:24:11 AM

Deputy Commissioner

Signed: 12/19/2025 11:25:18 AM

Maine Department of Education

Freeform Signing

Security Level: Email, Account Authentication (None)

Signature Adoption: Drawn on Device

Using IP Address: 142.105.194.99

### 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

12/19/2025 11:23:24 AM

Certified Delivered

Security Checked

12/19/2025 11:24:11 AM

Signing Complete

Security Checked

12/19/2025 11:25:18 AM

Completed

Security Checked

12/19/2025 11:25:18 AM

### Payment Events

### Status

### Timestamps