



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:		Education/School and Student Supports		
Department Contract Administrator or Grant Coordinator:		Julie A. Smyth		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)		\$ 9,000.00	Advantage CT / RQS #:	CT 05A 20230104*1806
CONTRACT	Proposed Start Date:	3/2/2023	Proposed End Date:	3/3/2023
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:		Hedreich Nichols Smallbites LLC 3705 Brookstone Dr Arlington, TX, 76001 hedreich@gmail.com		
Brief Description of Goods/Services/Grant:		Bias and Belonging Training		

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
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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.

Bringing Hedreich Nichols, author of Blind Spots - 8 Guiding Principles for Overcoming Implicit Bias in Teaching, to Maine, in March will be a culminating activity for the sustained book study that began at the Educator's Summit in August, 2022. Nichols' work with educators on "Bias and Belonging" is professional development that will benefit every participating Maine educator/administrator. Building this connection with Nichols is not a one-time event as she consistently shares her learning via her podcast #Smallbites. In addition, our Cultural Responsibility Specialist will be able to provide ongoing technical assistance to participants and future readers of Nichols' work in the form of an ongoing Community of Practice.

As Nichols' writes to educators in Blind Spots, "Your students need more than the right learning materials. They need to connect with you, an authentic educator who believes in them, who genuinely respects and hopefully likes them" (Nichols 12). The tools and resources that will be provided through this project will significantly impact multiple areas within a school climate – from the SEL of students and staff to better communication within PBIS frameworks. This work is aligned with trauma-informed responses to ACEs, bullying prevention, and mental health. Nichols provides concrete examples of language, actions, and strategies to enhance teacher empathy, and the MDOE team will provide reflections and expertise beyond the book, podcast, and in-person presentation to sustain this important focus. Educator effectiveness and administrator support will also be woven into this work. As teachers strengthen their toolkits and understanding of bias, their pedagogy will also be positively impacted.

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

The author of the book will be sharing her expertise, experiences, and advice for next steps with participants.

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

Nichols' fees are commensurate with other national presenters. She will be traveling to Maine from Texas.

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



This is an event featuring the author of a particular book read by Maine educators.

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

Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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, Deputy Commissioner	Date:	1/31/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Michelle Fournier	Date:	2/8/2023


Certificate Of Completion

Envelope Id: A4954C5C0B2149608B60DB46C4B07C68	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 1/31/2023 9:55:52 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 198.182.163.113	Sent: 1/31/2023 9:55:53 AM Viewed: 1/31/2023 9:56:01 AM Signed: 1/31/2023 9:56:15 AM Freeform Signing

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Envelope Sent	Hashed/Encrypted	1/31/2023 9:55:53 AM
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