



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
Table with 4 columns and 10 rows containing procurement details such as Department Office, Amount (\$14,600.00), Proposed Start Date (1/1/2024), and Vendor Name (Dylan Campbell).

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C checked.

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 ETC co-chairs will assist Maine DOE Transition Specialist, Titus O'Rourke with the following: verbal and/or written feedback, recommendations for animation work, state transition framework/components, along with the transition hub blueprint and other areas of work agreed upon.

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

The vendor chosen is a self-advocate for services for individuals with disabilities including school, employment and community programming in the State of Maine and has personal experiences and professional work in transition that needed to lead the youth in the EST committee.

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

The rates are comparable to others who have contracted for education related services. The funding was determined after referencing years of services being charged at comparable rates.

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

Any future need for transition work across the state will be discussed and then processed in accordance with state procurement policies and procedures.

### 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: APPROVALS

The signatures below indicate approval of this procurement request.

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



Typed Name: Daniel Chuhta

Date:

1/20/2024

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Michelle D. Fournier*  
066BBD96EE5347F...

Typed Name: Michelle D. Fournier

Date:

2/9/2024

**Certificate Of Completion**

Envelope Id: 3877F3F81E5E485B9A076174F5ACF783	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 1/20/2024 2:46:56 PM	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**

Daniel A. Chuhta  
Daniel.Chuhta@maine.gov  
Deputy Commissioner  
Maine Department of Education  
Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Drawn on Device  
Using IP Address: 72.231.250.95

**Timestamp**

Sent: 1/20/2024 2:46:57 PM  
Viewed: 1/20/2024 2:47:12 PM  
Signed: 1/20/2024 2:47:28 PM  
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**

Envelope Sent	Hashed/Encrypted	1/20/2024 2:46:57 PM
Certified Delivered	Security Checked	1/20/2024 2:47:12 PM
Signing Complete	Security Checked	1/20/2024 2:47:28 PM
Completed	Security Checked	1/20/2024 2:47:28 PM

**Payment Events**

**Status**

**Timestamps**