



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 (\$16,200.00), Proposed Start Date (3/1/2024), and Vendor Name (Delta Ambulance).

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.

Pediatric Education for Prehospital Professionals (PEPP), Fourth Edition is an evidence-based resource of essential medical content for the assessment and management of infants and children in the field. This respected and ground-breaking program paired physicians and EMS providers together to ensure the content reflects current best practices and the realities of the field. Developed by the American Academy of Pediatrics, PEPP is designed to give prehospital professionals the knowledge, skills, and confidence they need to effectively assess and manage pediatric patients.

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

Delta Ambulance has trained and qualified staff to provide this course to school nurses in multiple locations in the state in a limited period of time. They have contracted with the DOE previously and we have been satisfied with services provided.

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

Costs for the service is in alignment with other emergency response trainings provided to healthcare personnel.

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

In the future, there is a potential for a competitive process, but at this time no other provider has been identified within the State of Maine to provide this training.

**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 A. Chuhta	Date:	2/7/2024
Signature of DAFS Procurement Official:			
Typed Name:		Date:	

**Certificate Of Completion**

Envelope Id: D438A42408C94D1A920745B65CBE7336	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
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**Record Tracking**

Status: Original 2/7/2024 8:46:16 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
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**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  
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**Timestamp**

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**Electronic Record and Signature Disclosure:**  
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**Carbon Copy Events**

**Status**

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**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	2/7/2024 8:46:17 AM
Certified Delivered	Security Checked	2/7/2024 8:46:29 AM
Signing Complete	Security Checked	2/7/2024 8:47:06 AM
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**Payment Events**

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