



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.


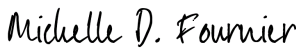
PART I: OVERVIEW			
Department Office/Division/Program:	Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:	Stacey Bean		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,600.00	Advantage CT / RQS #:	05A20240108*1911
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 12/31/2024
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:	Connor Archer PO Box 1 Stillwater, Maine 04489		
Brief Description of Goods/Services/Grant:	Executive Student Transition committee. The committee co-chairs will provide support and feedback to EST committee members both in verbal and written form.		

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

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 co-chairs will assist Maine DOE Transition Specialist, Titus O'Rourke with the following: verbal and/or written feedback along with recommendations for animation work; state transition framework/components; 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 providing services for individuals with disabilities including school, employment and community programming in the State of Maine and have personal experiences and professional work in transition that is 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.	
Providers rates are comparable to others who contract for education related services. The funding source 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 of Maine procurement policies and procedures.	

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) – 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: 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:	<div style="border: 1px solid black; padding: 5px;"> <small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small> </div>		

Typed Name:	Michelle D. Fournier	Date:	2/26/2024
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Certificate Of Completion

Envelope Id: 3B33603ECE2F425FA24B86DA0205DB88	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	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 2:48:15 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 2:48:16 PM
Viewed: 1/20/2024 2:48:30 PM
Signed: 1/20/2024 2:48:52 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 2:48:16 PM
Certified Delivered	Security Checked	1/20/2024 2:48:30 PM
Signing Complete	Security Checked	1/20/2024 2:48:52 PM
Completed	Security Checked	1/20/2024 2:48:52 PM

Payment Events

Status

Timestamps