



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:		Education		
Department Contract Administrator or Grant Coordinator:		Susan Berry		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 6,000	Advantage CT / RQS #:	CT 05A 20250107*1696
CONTRACT	Proposed Start Date:	1/29/2025	Proposed End Date:	3/31/2025
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:		Stephen Sroka, Ph.D. Lakewood, OH		
Brief Description of Goods/Services/Grant:		The provider will engage with attendees of the 2025 Maine DOE Winter Wellness Summit and then deliver the closing keynote presentation.		

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.

The 2025 Winter Wellness Summit provides a professional learning opportunity for school personnel that work in positions throughout school districts focused on delivering information and developing skills for supporting employee (and student) health promotion and wellness programs. Sessions are presented by experts in the field of health promotion and well-being and include how to enhance school climate and culture through positive practices for schools. Dr. Stephen Sroka is an internationally recognized, award-winning speaker, trainer, author, teacher and educational consultant on health education and health promotion. His program brings to life the message of, "The Power of One and The Power of Many", to change schools, communities, and lives. Dr. Sroka's unique personal experiences and the fact that he has worked in schools worldwide for over 50 years, engaging with audiences with diverse perspectives and cultural backgrounds, on the importance of relationships and the 4 C's: Communication, Collaboration, Cultural Competency and Caring, makes his presentation unique and impactful. His presentation is an educational journey, based on research and reality, that will pump up participants, and infuse fun as he gets to the challenging heart of education in order to reach, teach, protect and thrive. He will address the belief that trusted relationships may be the most important variable for effective learning, leading and living.

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

People working in Maine's schools deal with challenging situations nearly every day and they deserve to hear and experience Dr. Sroka's powerful keynote that is filled with "tips from the trenches" to help keep the audience, school personnel and community people, safe and healthy so they can learn more and live better. It is packed with cutting-edge information, practical strategies and heartfelt stories about leadership, equity, the Whole Child, mental health, kindness, the power of words, behavioral threat assessment, the trauma-informed brain, ACEs (adverse childhood experiences), SEL (social emotional learning), stress management, wellness, and school and community climate and safety. Several Coordinated School Health Team colleagues as well as myself, have seen Dr. Sroka keynote at multiple national conferences. We have experienced how impactful his message is to large gatherings. It would be a great privilege to have him engage with and present at the 2025 Maine School Winter Wellness Summit.

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

Dr. Sroka generally receives a keynote presenter fee of \$10,000 plus expenses. Knowing that we have limited funds, he agreed to come to Maine in mid-winter, for \$6,000 inclusive of his travel expenses. We have secured ESEA State funds to pay for fee.

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

The Maine Schoolsite Health Promotion Wellness Program uses Maine or New England based speakers when they are available, credible, and their message aligns to the Summit theme and the needs of our audience. Each year, the message and outcomes we are seeking require a specific presenter's experiences, knowledge, and skills and we seek those presenters based on experiences.

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: 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 signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Megan Welter, Associate Commissioner of Public Education	Date:	1/10/2025
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	2/10/2025

Certificate Of Completion

Envelope Id: B392A80A-5B35-49C1-8BF1-586FD5FE2B2D	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
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AutoNav: Enabled	Envelope Originator: Megan Welter megan.welter@maine.gov
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Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


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Status: Original 1/10/2025 7:34:53 PM	Holder: Megan Welter megan.welter@maine.gov	Location: DocuSign
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Signer Events

Megan Welter
megan.welter@maine.gov
Associate Commissioner of Public Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
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Freeform Signing

Electronic Record and Signature Disclosure:
Accepted: 2/22/2022 8:43:12 AM
ID: a3f5e052-e68a-4555-b08f-3ab2586f161c

In Person Signer Events

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Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

Status

Timestamp

Witness Events

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Timestamp

Notary Events

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Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	1/10/2025 7:34:54 PM
Certified Delivered	Security Checked	1/10/2025 7:35:05 PM
Signing Complete	Security Checked	1/10/2025 7:35:49 PM
Completed	Security Checked	1/10/2025 7:35:49 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Education:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Department of Education

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Department of Education

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Education as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.