



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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:		Office of Special Services and Inclusive Education	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	20231201*1542
Amount: (Contract/Amendment/Grant)		\$ 128,803.00	
CONTRACT	Proposed/Original Start Date:	Proposed/Most Recent End Date:	
AMENDMENT	New Effective Date:	New End Date (if Applicable):	12/31/2026
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		MCD Global Health Hallowell, ME	
Brief Description of Goods/Services/Grant:		Procurement management services	

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 checked="" 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. Higher Education 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.

CDS is currently addressing substantial procurement needs, including their core systems which provide various functions including case management and reporting, fiscal management. These systems are critical to the mission of CDS and there is a significant need to move quickly and have a person dedicated to the management of the processes to ensure a smooth transition.

During the original contract period, an RFP and vendor selection were completed for a fiscal management system. Remaining priorities include procuring a MaineCare billing solution that interoperates with the fiscal system, identifying and implementing a data management solution, and issuing an RFP and executing a contract for an evaluation tool to support early childhood special education eligibility.

CDS systems are insufficiently designed to provide reliable, accurate information necessary to inform Part B 619 State and Federal reporting. Manual data validation and fiscal interoperability are time consuming, resulting in processing delays and reduced reimbursement from public and private insurance. A data system change will require extensive implementation work, provider training, and public outreach to ensure a smooth transition. Knowledge of IDEA Part B and Part C regulations, CDS services and service delivery system, Medicaid, IEP requirements, and state procurement system are integral for success within this transition. The special project manager will manage these systems' RFP processes, assist with the drafting and implementation of the Data Standard Operating Procedures for CDS and DOE, and act as a state agency liaison providing outreach to community partners and providers.

This work is a top priority for CDS and the current staff does not have the capacity to adequately monitor and support its progression.

This amendment to extend the work and modification of the deliverables to match the work that is being done.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

CDS is undergoing a significant transition to shift the responsibility for the Free and Appropriate Public Education (FAPE) for eligible preschool students enrolled in early childhood special education to public schools, which is projected to be completed in 2028. This project includes the modernization of a number of its IT systems. Given the timeframe and complexity of this project, CDS needs a consistent figure throughout this transition to limit the risk of delays and other issues. As Dara managed the RFP for the fiscal management system, she has the unique knowledge and experience to manage the resulting contracting process for the fiscal management RFP, the MaineCare billing solution, and other new related systems without delays or interruptions.

Dara has a unique skill set based on her knowledge of CDS system, integration needs, and procurement processes that uniquely qualifies her to meet the timing needs of this project and to accomplish to work successfully. No other provider would have this unique set of experience, knowledge, and availability to meet these needs.

PART III: SUPPLEMENTAL INFORMATION

Dara has specific knowledge about the CDS core systems and transitional plans, as she has worked with multiple teams and departments throughout the duration of the project thus far, and to have a new coordinator in the role would add additional complications to an already complicated transition.

Dara has experience with the State RFP process and contracts, and knowledge of CDS services and processes. She successfully managed a CDS Part C Rebranding project from inception to implementation. She developed and wrote the Part C Rebranding RFP; managed the bidder selection process and contract; oversaw the creative development, deliverables, timeline, and implementation.

Dara has extensive experience in the Early Childhood field and during her current contract period has represented CDS on a multitude of high-level statewide collaborations, including:

1. University of Maine / New Hampshire Collaborative Training: Project SCOPE (Supporting Children of the Opioid Epidemic). As SCOPE faculty, Dara teaches and supports the SCOPE ECHO facilitation team. Her expertise is Neonatal Abstinence Syndrome (NAS) and Plans of Safe Care (federal laws and requirements).
2. Project SCOPE is an educational collaboration between ME and NH professionals working with children and families.
3. Educational cohort participants include; early interventionist, child protective services, special educators, physical therapists, early head start, head start, state-level administrators and leadership, and many others working on behalf of infants and children.
4. Dara is involved with Maine's Plan of Safe Care (POSC); *also* represents Maine on Los Angeles County POSC Pilot Workgroup).
5. Dara helped to establish and maintain a system to ensure referral of infants and children with established conditions, specifically: Advocating for the inclusion of CDS on the Plan of Safe Care (hospital discharge instructions) for all children born exposed to substances in utero.
6. Dara serves as the Child Development Services contact for recently established referral pathway between Maine's Office of Child and Family Services (OCFS) and CDS Central Referral, for all substance exposed infants.
7. Dara sits on the Maternal Fetal Infant Mortality Review Board (MFIMR), ME CDC.
8. Dara is a member of the Maine Perinatal Systems of Care Workgroup, DHHS.
9. Dara is a member and former leader of the Maine Substance Exposed Infant and Maternal Use State Steering Committee, DHHS.
10. Dara is currently co-overseeing and providing administrative support for Maine's Brazelton Touchpoints Trainer Team and carrying-out responsibilities as a Maine's Touchpoints Site Coordinator.
11. Dara is a member of the CradleME Workgroup, ME CDC.
12. Dara is a state-level representative for MaineMOM Women's Advisory Group Informing DHHS initiatives Supporting Families Living with Substance Use Disorder, ME OMS.

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

PART III: SUPPLEMENTAL INFORMATION

The payment rate is the same as the original contract, which based on previous contract CDS had with the Provider for similar services.

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

CDS needs a consistent figure throughout the transition of the responsibility for the Free and Appropriate Public Education (FAPE) for eligible preschool students enrolled in early childhood special education to public schools, projected to be completed in 2028. If there is new project for similar work, CDS will review options including competitive bid if that is the most appropriate path under State procurement guidelines.

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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

Signed by:



Typed Name:

Megan Welter


Date:

1/23/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

****OSPS Section Only****

Signature of DAFS Procurement Official:	 Signed by: Sterling Doiron <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	2/10/2026

Certificate Of Completion

Envelope Id: 01739933-D082-4670-A1BE-81FAF013B05B	Status: Completed
Subject: Complete with Docusign: CDS DMS Project Coordinator SC - ITP Approved - Signed (1).pdf	
Source Envelope:	
Document Pages: 31	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Megan Welter megan.welter@maine.gov
Envelopeld Stamping: Enabled	IP Address: 20.236.201.103
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

Signer Events

Megan Welter
megan.welter@maine.gov
Associate Commissioner of Public Education
Security Level: Email, Account Authentication (Optional)

Signature

Signed by:

46F6FA523BF3479...
Signature Adoption: Uploaded Signature Image
Using IP Address: 98.2.195.180

Timestamp

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Signed: 1/23/2026 12:03:14 PM
Freeform Signing

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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
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Certified Delivered	Security Checked	1/23/2026 12:01:33 PM
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Completed	Security Checked	1/23/2026 12:03:14 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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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.

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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.

Certificate Of Completion

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Certificate Pages: 1	Initials: 0
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Time Zone: (UTC-05:00) Eastern Time (US & Canada)	77 State House Station
	111 Sewall Street
	Augusta, ME 04333
	Sterling.Doiron@maine.gov
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 Sterling Doiron
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

Sterling Doiron
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Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113

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 Freeform Signing

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Timestamps

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Payment Events

Status

Timestamps