



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

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:		Department of Education - Special Services	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	20220218*1911
CONTRACT	Proposed Start Date:	3/1/2022	Proposed End Date: 2/28/2023
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:		Maine Administrators of Services for Children with Disabilities (MADSEC) 50 Industrial Drive Augusta, Maine 04330	
Brief Description of Goods/Services/Grant:		The Maine Administrators of Services for Children with Disabilities (MADSEC) provide support to their members, opportunities for professional growth to Maine educators, and leadership in shaping policies and practices which impact the quality of education for children with disabilities.	

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 job of the special education administrator is always challenging and sometimes complicated. In an effort to support the professionals working with children with disabilities, there is a constant need for ongoing training and guidance. The Department needs a Provider to assist with the establishment of an annual plan for professional development, strengthen and maintain peer support and collaborate with other professional organizations on appropriate professional development needed.

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

- MADSEC, is uniquely positioned to undertake this work given their expertise and experience in the field of special education. MADSEC Serves as a resource for Maine schools and agencies who serve children and students with disabilities starting as far back as 1976 when the group was established.
- Represents special education within the State of Maine
- Offers quality professional development for special education teachers and administrators via numerous workshops and conferences on subjects ranging from special education law to the latest on IDEA to the best research on educating children and students with disabilities
- Provides professional support for educators who care for or teach children and students with any kind of disability, including various physical disabilities and/or learning disabilities
- Facilitates communication and collegial support
- Networks with other state leadership organizations

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 contract for education related services. Throughout the many years doing trainings for MDOE, the rates have remained consistent. 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 improvement 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 – If Yes, please attach the approved Business Case(s).

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):



Procurement Justification Form (PJF)

Typed Name:	Daniel A. Chuhta	Date:	2/18/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i> 066BBD96EE5347F...		
Typed Name:	Michelle Fournier	Date:	3/16/2022


Certificate Of Completion

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Document Pages: 3	Signatures: 1
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

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