



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:		Education		
Department Contract Administrator or Grant Coordinator:		Julie A. Smyth		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 950,000.00	Advantage CT / RQS #:	05ACT20230905*612
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	9/8/2023	Effective Date:	2/10/2024
	Previous End Date:	2/9/2024	New End Date:	12/31/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		HERE this NOW, LLC Peterborough, NH		
Brief Description of Goods/Services/Grant:		Training and resources to support educators as they establish a safe environment conducive to student learning		

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. 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.

This amendment adds additional slots to the existing contract and a more robust implementation for participants after their completion of the training. The original contract slots of 600 filled within four days of this opportunity being announced in September 2023. Participants in the two-day trainings (12 hours in total) with the author of the program are equipped with practices and tools to shift how they and their students experience stress in the moment. Participants also receive 15 guidebooks to be used in this train-the-trainer model, a slide deck, song list, collection of resources, Google slide deck, book study guide, grief and loss protocol, and continued access to the author. An Educator "Classroom Co-Regulation" Toolkit, offered through this service at a discount, is sent to participants upon successful completion of the training. There is a huge need for this work to support our Maine educators, and extending this training funding is in response to this demand.

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

HERE this NOW, LLC provides both a service and a product to participants. The service entails a train-the-trainer model that will provide an immediate response to the significant demand from educators working with students to address challenging behaviors that affect student learning and contribute to teacher burnout. The train-the-trainer approach will not only allow educators to be trained immediately, but these educators will be provided with resources to bring back to their schools to ensure sustainability and scalability of the program.

This evidence-based framework is grounded in a neuroscientific approach and has been adopted in a number of SAUs in the state and found to be effective.

HERE this NOW, LLC is uniquely qualified for this work as they are the author of the program and the only Provider able to deliver the program, which is a combination of trauma-informed, neuroscientific information to educators. Following the first trainings, educators have sought this training. Adding trainings to the existing list of offerings will allow for more educators to learn the skills, which will ensure a more robust implementation of the framework in schools throughout the State. In addition, HERE this NOW, LLC has an established network of facilitators and colleagues who can deliver the additional in-person trainings this amendment supports.

Given the significant and immediate demand from the field, it is crucial that this service and product be scaled throughout the state of Maine. HERE this NOW, LLC has existing relationships throughout the state and familiarity with the Maine education environment, making them uniquely situated to bring these services to Maine schools.

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 costs are consistent with other in-person trainings, and the resources that are provided to participants are at a reduced cost. The increased rate of \$50 per participant for the train-the-trainer compared with the original contract represents the more robust implementation.

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

This is one-time funding for SY 2023-2024. Future competition for the services and resources are not expected.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?


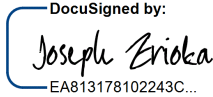
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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 Chuhta Deputy Commissioner	Date:	12/21/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Joseph Zrioka EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/7/2024


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Completed	Security Checked	12/21/2023 11:38:30 AM

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