

**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.

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)	\$ 250,000.00	Advantage CT / RQS #:	20230108*1920
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date: 9/30/2024
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:		MSAD 52/ RSU 52 486 Turner Center Road Turner, ME 04282	
Brief Description of Goods/Services/Grant:		DOE is piloting SPPS push in services with the ultimate goal of training district staff to provide SPPS levels of service in a day treatment setting.	

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

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.

There are significant waitlists for out-of-district placements. SAUs do not have the trained staff or specialized programming to serve these children in district. The intent for this pilot project is to provide district staff with educational and clinical program training necessary for students with disabilities to receive specialized programming within the SAU. The pilot brings SPPS staff into the district to work with and train SAU staff for a period of three years when the SPPS staff begin to phase out of the program. By providing specialized training and programming to ensure academic, behavioral, and developmental growth within the SAU, SPPS programs are better able to address waitlists.

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

MSAD 52/ RSU 52 is currently in a Memorandum of Understanding with Margaret Murphy Centers for Children for the 2023-2024 school year.

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

Nine K-3 students with significant behavioral, developmental, and educational needs have been referred to this intensive, therapeutic program. The cost of the pilot program is commensurate with the average cost of tuition for out-of-district placements. The office of special services is sharing in the cost of the pilot with SAU 52 to evaluate efficacy of push in services.

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

Any future need for training district staff 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, 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

Date: 2/23/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle D. Fournier
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Typed Name: Michelle D. Fournier

Date: 3/21/2024