



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
Table with 4 columns and 10 rows containing procurement details such as Department Office/Division/Program (Education), Amount (\$ 12000.00), Proposed Start Date (2/5/2024), and Vendor/Provider/Grantee Name (Andrew Wallace dba Consulting Educators).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor (checked), D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.

Maine school districts at times, require one-to-one support related to the administration of Maine’s assessment. The assessment team and subsequent assessment coordinators are responsible for the implementation of the assessment. As a result, these individual assessment coordinators do not have the capacity to support the multiple and nuanced needs identified by Maine Schools and SAUs. The availability of a Maine educator/technology coordinator to support and reach out to Maine school and districts is of great benefit and expedites the Departments response in assisting schools.

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

This educator and technology director, Andrew Wallace, is familiar with:

- all facets of the Maine assessment system
- the required technology demands that will contribute to the successful administration of the assessment.
- platform specifications for state administered assessments.
- challenges, hurdles and pitfalls that schools may have to overcome in order to administer the assessments.
- Interfacing with Maine school student information systems.
- Maine’s data file & demographic file formatting.

All the above elements expedite the supports the Department, through Andrew Wallace, can provide to schools and SAUs in Maine, at their point of need and geographically where they are. Without this support, District Assessment Coordinators (DACs), technology directors, and assessment directors will be lacking the on the ground experienced support. Additionally, Andrew has established relationships with Maine educators, and school/SAU administrators as his everyday work in a Maine SAUs as a technology director, interfaces with a plethora of individuals and roles across the state.

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

Federal assessment funds are utilized to fund the technical assistance and support as outlined in the contract. The cost of \$125 per an hour and has been deemed fair and reasonable in relation to the level of expertise being provided by the vendor. Subject matter experts from large scale organizations have a much higher cost associated with the support to be provided and do not have the knowledge related to the intricate nuances of Maine school SIS systems in relation to utilized assessment platforms.

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

Procurement and future competition will be reviewed when applicable.

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: 2/16/2024

Signature of DAFS
Procurement Official:

Typed Name:

Date:

Certificate Of Completion

Envelope Id: B1B2A8EAFD2D44F6BF93B6F23FCEFC51	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 2/16/2024 9:31:18 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
Using IP Address: 72.231.250.95

Timestamp

Sent: 2/16/2024 9:31:19 AM
Viewed: 2/16/2024 9:31:31 AM
Signed: 2/16/2024 9:31:49 AM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

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

Envelope Sent	Hashed/Encrypted	2/16/2024 9:31:19 AM
Certified Delivered	Security Checked	2/16/2024 9:31:31 AM
Signing Complete	Security Checked	2/16/2024 9:31:49 AM
Completed	Security Checked	2/16/2024 9:31:49 AM

Payment Events

Status

Timestamps