



### 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:		Maine Department of Education/Innovative Teaching and Learning/Early Learning	
Department Contract Administrator or Grant Coordinator:		Renee Reilly, Maine DOE Preschool Development Grant Manager	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	20240417000000002868
Amount: (Contract/Amendment/Grant)		\$21,500.00	
CONTRACT	Proposed/Original Start Date:	5/13/2024	Proposed/Most Recent End Date: 12/30/2025
AMENDMENT	New Effective Date:	12/31/2025	New End Date (if Applicable): 3/31/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		RMC Research Corp Arlington, VA	
Brief Description of Goods/Services/Grant:		Evaluation of First 10 Community School Pilot for Preschool Development Renewal Grant	

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.

Maine was awarded a Preschool Development Renewal Grant in December of 2022. One of the approved activities in this grant is a pilot of the First 10 Community School (F10) model with 7 schools across Maine. This approved activity includes an external evaluation service. The funding supporting this project was set to expire on 12/30/2025. On 12/22/2025 the federal government granted a 3-month extension of funding to support the F10 project and its evaluation. The additional funding will allow the evaluation to continue through the end of the pilots, which will now expire on 3/31/2026.

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.

RMC Research Corporation is a nationally recognized organization that provides research and evaluation, technical assistance, consulting, professional development, and product development services in education and related fields. For more than 40 years, RMC has helped leaders at the national, state, and local levels apply best practices to strengthen systems and improve outcomes.

RMC staff have conducted hundreds of studies using quantitative, qualitative, and mixed methods approaches. The organization has extensive experience in early childhood education, including work on pre-K to early grade alignment, developmentally appropriate practice, services for vulnerable families and children, professional development for early educators, and pre-K to Grade 3 continuum development. RMC has also supported several states in designing and evaluating tools to advance this work.

RMC conducted the needs assessment and strategic plan for the state's Preschool Development Initial Grant, has served as a subcontractor for the evaluation of the Preschool Development Renewal Grant and has conducted the F10 evaluation required for the F10 project since May 1, 2024. Since the start of the contract, this provider has successfully met timelines and deliverables as outlined in their original contract. On December 22, 2025, the federal government granted this project a 3-month extension through 3/31/2026. Given the limited timeframe to secure a contract, a competitive process is not possible as it requires substantial time for solicitation, review, selection, and contracting. Additionally, if a new provider was selected, significant time would be needed for them to be brought up to speed on the project and the status of the work. As the grant ends on March 31<sup>st</sup>, this would not provide sufficient time for this to occur. Contracting with the current provider will eliminate any potential gap in service and ensure continuity through project completion as they are the only ones that have the experience and knowledge of the program to meet the timeline. Finally, the grant requires consistency of evaluation services throughout the period as switching providers would be significantly disruptive.

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

The additional budget is based on the original 2024 cost calculations for work performed through 12/30/2025, including established hourly rates and related expenses, and was used to calculate the budget required to allow the vendor to complete the existing work for an additional three months.

**PART III: SUPPLEMENTAL INFORMATION**

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

Evaluation services of this pilot will no longer be needed as this federally funded grant is anticipated to end on 03/31/2026.

**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):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	2/19/2026

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:  066BBD96EE5347F...		
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Procurement Justification Form (PJF)

Typed Name:	Michelle Knox	Date:	3/26/2026


### Certificate Of Completion

Envelope Id: B4DF9302-D0C2-40CE-95DE-C60E3DEB265E	Status: Completed
Subject: Complete with Docusign: RMC F10 CT amendment.docx	
Source Envelope:	
Document Pages: 9	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov IP Address: 20.236.201.103
Envelopeld Stamping: Disabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

### Record Tracking

Status: Original 2/19/2026 9:47:48 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

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (Optional)	  Signature Adoption: Drawn on Device Using IP Address: 142.105.194.99	Sent: 2/19/2026 9:47:49 AM Viewed: 2/19/2026 9:47:54 AM Signed: 2/19/2026 9:48:57 AM Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
<b>Editor Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	2/19/2026 9:47:49 AM
Certified Delivered	Security Checked	2/19/2026 9:47:54 AM
Signing Complete	Security Checked	2/19/2026 9:48:57 AM
Completed	Security Checked	2/19/2026 9:48:57 AM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>