



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/Transportation	
Department Contract Administrator or Grant Coordinator:		Pat Hinckley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,000 (NTE)	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	4/18/2022	Proposed End Date: 4/19/2022
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 Association for Pupil Transportation, Farmington, Maine	
Brief Description of Goods/Services/Grant:		Deliver a virtual 2022 Maine Regional School Transportation Safety Conference	

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.

Deliver a one (1) day virtual Maine Regional School Transportation Safety Conference during April 2022. The purpose of the contract is to provide a regional school bus driver training program per 29-A M.R.S. section 2303(4).

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

Maine Association for Pupil Transportation (MAPT) is a non-profit. They are the in-state vendor that provides in-service transportation safety training specifically for school bus drivers. Most MAPT members work at local school administrative units on the transportation teams, including transportation directors and school bus drivers. Given that field experience, MAPT members understand current safety training needs at the local school level and deliver programs that school transportation teams value.

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

This budget for this regional conference has been the same for many years. Given that the FY22 conference will be virtual, it is likely the final cost will be significantly lower than the estimated not to exceed \$12,000 not to exceed budget.

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

Every year the Department reviews the procurement options available for this service. If additional qualified vendors become available, the Department will put the service out to RFP.

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:	3/15/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i>		
Typed Name:	Michelle Fournier	Date:	4/8/2022


Certificate Of Completion

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Envelope Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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