



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:		Department of Education (DOE), Learning Systems & Special Services	
Department Contract Administrator or Grant Coordinator:		Shelly Chasse-Johndro, M.Ed., Director, Federal Emergency Relief Funds	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 8,000	Advantage CT / RQS #:	20150519*3860
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>7/1/2015</b>	Effective Date:
	Previous End Date:	<b>12/30/2024</b>	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		GEM School Software, 202 Alfred Road, PO Box 623, West Kennebunk, ME 04094	
Brief Description of Goods/Services/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. 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.

The additional funding is needed for updated requirements for the ESSER I, ESSER II, and ARP ESSER III reports that were revised on January 6, 2022, to fall in line with State (34 CFR§76.720) and Subgrantee (34 CFR §76.722) reporting requirements. These reports required extensive code work, additional databases, and help Desk time that was not budgeted accurately in the previous amendments. These services are necessary during the DOE's transition to the new grant management system that is still under development.

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

GEM has the unique and specialized knowledge and skills required to continue this work because they created and shaped the grant management system specifically to house and administer the Maine DOE's federal grants. DOE has used the GEM grant management system for more than a decade and is now migrating data housed in the GEM system to a new grant management system.

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

Services are similar and the costs are lower or no greater than previous grant module expenses

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

The DOE has a new Grant Management system that was acquired through an RFP. The GEM system is being phased out and the only grants that remain in the system are the grants related to COVID emergency funding. Once these grants expire, the DOE's use of the GEM system will end.

### 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:	3/18/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka	Date:	4/14/2022

**Certificate Of Completion**

Envelope Id: 42B08CFE039E4FA29FED06FAC5923570	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
Envelope Stamping: Disabled	IP Address: 64.207.219.9
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 3/18/2022 10:38:22 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**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 3/18/2022 10:38:24 AM Viewed: 3/18/2022 10:38:34 AM Signed: 3/18/2022 10:39:11 AM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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Envelope Sent	Hashed/Encrypted	3/18/2022 10:38:24 AM
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Completed	Security Checked	3/18/2022 10:39:11 AM

**Payment Events****Status****Timestamps**