



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.

Table with 5 columns and 10 rows for Part I: Overview. Includes fields for Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, Amount, Advantage CT / RQS #, Proposed Start/End Date, Original Start/End Date, Project Start/End Date, Vendor/Provider/Grantee Name, and Brief Description of Goods/Services/Grant.

Table for Part II: Justification for Vendor Selection. Includes a header row and three rows of justification options (A-I) with checkboxes.

<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.

Under this amendment, SAUs will receive the Welcoming Library: the Traveling Collection. Distribution of the Welcoming Library will coincide with the release of the digital training module to provide the professional development for educators to implement the library into their schools.

Under the initial agreement, I'm Your Neighbor Books with assistance from the Maine Department of Education Social Emotional Learning and Cultural Responsive specialists, provide 16 Welcoming Libraries and offer technical assistance in developing both the foundational knowledge and skills necessary to implement instructional strategies and classroom management that ensures promising practices that support and include all students, their families, school personnel and community volunteers across 16 sites in Maine.

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

I'm Your Neighbor Books is the only vendor providing a collection of welcoming literature. Now nationwide, originally statewide, I'm Your Neighbor Books curates welcoming libraries with the mission of building a stronger America, one where immigrants are welcomed and where first-through-third-generation Americans truly belong. They facilitate deep engagement with the children's books that represent New Arrival and New American communities.

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

The costs associated with this grant represent the accepted value of the goods, the Welcoming Libraries. The costs associated with staffing represent the demands of our Maine economy. Funding was allocated through an ESSER grant, with a thorough process of review.

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



If, in the future, other providers within the state offer a similar service, and the Maine Department of Education has done its due diligence and discovered this competition will be part of the process of awarding funds.

**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):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	2/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/18/2024

**Certificate Of Completion**

Envelope Id: C08F3BA14C71458EBF5FDE80183B791C	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 9	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 2/28/2024 10:13:36 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: 198.182.163.113

**Timestamp**

Sent: 2/28/2024 10:13:37 AM  
Viewed: 2/28/2024 10:13:46 AM  
Signed: 2/28/2024 10:14:42 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	2/28/2024 10:13:37 AM
Certified Delivered	Security Checked	2/28/2024 10:13:46 AM
Signing Complete	Security Checked	2/28/2024 10:14:42 AM
Completed	Security Checked	2/28/2024 10:14:42 AM

**Payment Events**

**Status**

**Timestamps**