

**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:                     |                      | Dept. of Education / Office of Innovation / RREV Grant |                      |
| Department Contract Administrator or Grant Coordinator: |                      | Page Nichols / Elaine Bartley                          |                      |
| (If applicable) Department Reference #:                 |                      | N/A  |                      |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 7000.00           | Advantage CT / RQS #:                                  | 20240105000000001906 |
| <b>CONTRACT</b>   | Proposed Start Date: |  | Proposed End Date:   |
| <b>AMENDMENT</b>  | Original Start Date: | <b>1/9/2024</b>  | Effective Date:      |
|   | Previous End Date:   | <b>6/30/2024</b>                                       | New End Date:        |
| <b>GRANT</b>  | Project Start Date:  | <b>8/1/2021</b>  | Grant Start Date:    |
|   | Project End Date:    | <b>6/30/2024</b>                                       | Grant End Date:      |
| Vendor/Provider/Grantee Name,<br>City, State:           |                      | VC0000135729   |                      |
| Brief Description of<br>Goods/Services/Grant:           |                      | Kits and building out the RREV Learning Tour van.      |                      |

| 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.

This amendment is to add additional funding to the contract in order to finish the work.

The RREV project purchased a van to use as a mobile office / portable professional learning space. The van will be used to provide professional learning at each of our 42 RREV awardee sites during the 23-24 school year. We have purchased kits to build out the internal space of the van to serve these purposes. The kits just arrived so now we need to have them assembled so the van is ready to use.

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

RSU 19, under the guidance of Kern Kelley and his students, has the specific expertise and skills needed to complete this internal build. They have long worked with the MDOE Office of Innovation on various technology related projects and are well suited to ensure that our technological needs are met inside the van. In addition, they have conducted such an internal transformation on a school bus for their own district so are fully aware of the needs and nuance associated with turning empty vehicle space into a mobile office / learning lab. In addition, because we have a tight completion timeframe, RSU 19 was the only one who could meet our needs.

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

The RSU 19 team has long used the rate of \$100/hour for work done with the MDOE. We reached out to the kit developers to ask what we should anticipate for how long it will take to assemble the internal components. He said most customers report needing a solid 40 hours to do the assembly. Given this will be completed by students and the development team at RSU 19, we are doubling that estimate to 80 hours. In addition, we are requesting they document the process via video and still footage and then produce a movie that can be shared on the MDOE YouTube channel. Plus, we are asking they participate in some of the upcoming Learning Tours to share their story and their expertise. Therefore, we are suggesting a cap of \$12,000.00 on this contract to cover all aspects of the build as well as the storytelling and professional development participation.

#### **Amendment:**

**While our initial estimates were a best guess at that time, we underestimated the actual time needed for the students to complete the building of the van. Therefore, we are requesting additional funds to pay for the additional time needed to complete the work.**

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

**PART III: SUPPLEMENTAL INFORMATION**

There will be no further opportunities. The grant period ends in June of 2024 so this is the final year.

**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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

|  |  |       |           |
|--|--|-------|-----------|
| Signature of requesting Department’s Commissioner (or designee): |   |       |           |
| Typed Name:  | Daniel A. Chuhta   | Date: | 3/21/2024 |
| Signature of DAFS Procurement Official:                          | <div style="border: 1px solid black; padding: 5px; display: inline-block;">                     DocuSigned by:<br/> <br/>                     41C2BA36FAF44CD...                 </div> |       |           |
| Typed Name:  | Kathy Paquette   | Date: | 4/18/2024 |

**Certificate Of Completion**

|   |                            |
|---|----------------------------|
| Envelope Id: B577B1DACD0042308B3EF68FB2717B6E     | Status: Completed          |
| Subject: Please DocuSign This Document            |                            |
| Source Envelope:                                  |                            |
| Document Pages: 3                                 | Signatures: 1              |
| Certificate Pages: 1                              | Initials: 0                |
| AutoNav: Enabled                                  | Envelope Originator:       |
| Envelopeld Stamping: Disabled                     | Daniel A. Chuhta           |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | Daniel.Chuhta@maine.gov    |
|   | IP Address: 64.207.219.136 |

**Record Tracking**

|                                      |                                     |                    |
|--------------------------------------|-------------------------------------|--------------------|
| Status: Original                     | Holder: Daniel A. Chuhta            | Location: DocuSign |
| 3/21/2024 9:23:45 PM                 | Daniel.Chuhta@maine.gov             |                    |
| 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: 198.167.171.162

**Timestamp**

Sent: 3/21/2024 9:23:45 PM  
 Viewed: 3/21/2024 9:23:56 PM  
 Signed: 3/21/2024 9:25:25 PM  
 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 | 3/21/2024 9:23:45 PM |
| Certified Delivered | Security Checked | 3/21/2024 9:23:56 PM |
| Signing Complete    | Security Checked | 3/21/2024 9:25:25 PM |
| Completed           | Security Checked | 3/21/2024 9:25:25 PM |

**Payment Events**

**Status**

**Timestamps**