



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/Office of Innovation/Early Learning Team		
Department Contract Administrator or Grant Coordinator:		Lee Anne Larsen, Director of Early Learning		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 25,200.00	Advantage CT / RQS #:	CT# 20230419000000002756
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	6/5/2023	Effective Date:	4/29/2024
	Previous End Date:	4/30/2024	New End Date:	12/31/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Policy Equity Group 142 11 th Street, SE Washington, DC 20003		
Brief Description of Goods/Services/Grant:		Provision of technical assistance related to state-funded public pre-k partnership strategies in mixed-delivery systems and facilitation services for a pre-k partnership advisory group.		

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"/>	<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
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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's Department of Health and Human Services, in partnership with Maine's Department of Education, was awarded a Preschool Development B-5 Renewal Grant in December 2022. One of the approved grant projects is the formation of an advisory group to study public pre-k expansion in Maine through a mixed-delivery system in order to design and implement a pilot project to test public pre-k delivery through child care and other community-based providers and to make recommendations for how to support continued expansion of public pre-k utilizing Maine's early childhood mixed-delivery system by leveraging partnerships with community-based providers. In order to ensure that lessons learned from the expansion of public pre-k in Maine and nationally are identified and considered, the services of a technical-assistance provider with expertise in public pre-k mixed delivery system has been needed. Additionally, in order to ensure that the diverse perspectives from across Maine's mixed-delivery system are shared equitably through the work of the advisory team, including those of state level agency staff, skilled facilitation services are necessary. Policy Equity Group, LLC has been providing these services for the past 10 months. The Pre-K Advisory Team will continue to meet for at least the next 8 months and the Pre-K Partnership Pilot will require technical assistance consultation during this same period of time. Maintaining the use of a technical assistance provider with both content and facilitation expertise for this project is essential for completing the work on the required timeline to satisfy the approved grant work scope.

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

Policy Equity Group, LLC has been providing the technical assistance and facilitation support services for the Pre-K Advisory Team and Pre-K Partnership Pilot since their inception. They have unique knowledge of the project components as well as the facilitation and technical assistance needs of the Advisory Team. Starting over with a new vendor would delay the project because of the need to orient the new vendor to the work and build relationships with DOE staff and members of the Advisory Team.

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

The vendor utilized the same rates in the budget to extend their work as were used in the original contract budget.

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

If a similar project was conducted in the future, a competition could be used to identify a suitable vendor.

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, Deputy Commissioner of Education

Date:

4/9/2024

Signature of DAFS
Procurement
Official:

DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

4/23/2024

Certificate Of Completion

Envelope Id: 68832B1E59CB4F6488E1800E02BA8E32

Status: Completed

Subject: Please DocuSign This Document

Source Envelope:

Document Pages: 8

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelope Stamping: Disabled

IP Address: 64.207.219.135

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

4/9/2024 10:00:02 AM

Daniel.Chuhta@maine.gov

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)Signature Adoption: Drawn on Device
Using IP Address: 72.231.250.95

Sent: 4/9/2024 10:00:03 AM

Viewed: 4/9/2024 10:00:11 AM

Signed: 4/9/2024 10:01:36 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

4/9/2024 10:00:03 AM

Certified Delivered

Security Checked

4/9/2024 10:00:11 AM

Signing Complete

Security Checked

4/9/2024 10:01:36 AM

Completed

Security Checked

4/9/2024 10:01:36 AM

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

Certificate Of Completion

Envelope Id: FA52D93912444371807F44D5BDF51720	Status: Completed
Subject: Complete with DocuSign: PEG Contract Amendment 4-2024	
Source Envelope:	
Document Pages: 9	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Renee Reilly
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	renee.a.reilly@maine.gov
	IP Address: 216.227.71.24

Record Tracking

Status: Original 4/9/2024 12:44:44 PM	Holder: Renee Reilly renee.a.reilly@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Jeffrey Capizzano
jeffreyc@policyequity.com
President
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

4D4E23F5C6ED4CD...
Signature Adoption: Pre-selected Style
Using IP Address: 216.207.130.205

Timestamp

Sent: 4/9/2024 12:51:22 PM
Viewed: 4/11/2024 4:49:20 AM
Signed: 4/11/2024 4:50:10 AM

Electronic Record and Signature Disclosure:

Accepted: 4/11/2024 4:49:20 AM
ID: a671a642-4411-4ab0-abd9-76bbb5776cff

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

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Signing Complete	Security Checked	4/11/2024 4:50:10 AM
Completed	Security Checked	4/11/2024 4:50:10 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Education:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Carahsoft OBO Maine Department of Education

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Education as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.