



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.

PART I: OVERVIEW
Table with 4 columns and 10 rows containing procurement details such as Department Office, Amount (\$95,000.00), Dates (4/14/2024 to 3/25/2025), Vendor Name (Suzanne Perry), and Description of Goods/Services.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C checked.

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 objective of the contract is to facilitate leadership teams to assess readiness and complete transition to assume FAPE for 3-4 year old children in Section 619.

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

The early childhood technical assistance center recommended based on her unique experience around program development and expansion of 619 services and her capacity to collect and analyze data. Suzanne Perry has extensive experience working in the Early Childhood field. She is National Board Certified, National Board for Professional Teaching Standards, Exceptional Needs Early Childhood, 2001-2011. She has her Teacher Certificate K-12 Special Education, Arizona, 1995-present. She has a Supervisor Certificate Northern Arizona University, 2010. B.A. Spanish, Arizona State University, Tempe AZ 1994. M. Ed. Diverse Learners, University of Phoenix, Phoenix AZ, 2001. She is also the Director of Early Childhood Special Education, State 619 Coordinator, Arizona Department of Education from 2016 to present.

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

The rates are comparable to others who contract for related services and the funding was allocated to the grantee since she has extensive expertise in Early Childhood with a focus on 619 services.

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

Any future need for improvement work across the state will be discussed and then processed in accordance with State procurement policies and procedures.

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:	4/23/2024
Signature of DAFS Procurement Official:	<p>DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...</p>		
Typed Name:	Kathy Paquette	Date:	4/29/2024