

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Dept of Education / School Finance		
Department Contract Administrator or Grant Coordinator:	Ida Batista		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 492,500.00	Advantage CT / RQS #:	20180620*4030
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2016	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Ed Tech Soft, Inc. Duluth, GA		
Brief Description of Goods/Services/Grant:	Continued support for the SAU's data collection and reporting.		

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 will provide the Department with an extension of services as the timeline for the RFP to replace this system continues to progress. The extension provides time for a smooth transition of services for an integral system in the Department's operations.

The MEDMS Financial System is utilized by Maine's 257 school administrative units to submit their statutorily required financial data in order for the Department of Education to calculate state subsidy in excess of \$900 million, submit required Federal reporting, including data to allocate Federal Title I Disadvantaged funds in excess of \$30 million and to provide data to Department constituencies, to include the Maine State Legislature, in order to provide accountability and set policy for allocation of state subsidy dollars.

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

Ed Tech Soft, Inc is the current Vendor from our MEFS RFP. It is vital to continue operations with our current vendor so as not to disrupt current processes before the RFP is released this summer. The Department is currently working on an RFP to be released this summer/fall.

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

The cost is consistent with previous years for this service with an increase of \$21,750.00 from last year, which reflects inflation and enhancements to the system.

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

The Department is currently in the process of a new MEFS RFP with reviewing and editing occurring presently. The RFP is expected to be released summer/fall 2025 with intent to have a contract in place before 2026.

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.


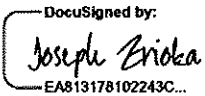
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

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:	3/5/2025
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/19/2025



Certificate Of Completion

Envelope Id: 6DC86C51-4EB2-4BF1-B8C7-40FCBC95B7B4
Subject: Please Docusign This Document
Source Envelope:
Document Pages: 6
Certificate Pages: 1
AutoNav: Enabled
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Status: Completed

Envelope Originator:
Daniel A. Chuhta
Daniel.Chuhta@maine.gov
IP Address: 64.207.219.7

Record Tracking

Status: Original
3/5/2025 3:41:29 PM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Pool: StateLocal
Pool: Maine Department of Education

Location: DocuSign
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

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Signed: 3/5/2025 4:04:48 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

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Certified Delivered	Security Checked	3/5/2025 3:41:39 PM
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Completed	Security Checked	3/5/2025 4:04:48 PM

Payment Events

Status

Timestamps

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 Document Pages: 4
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

 Envelope Originator:
 Joseph Zrioka
 joseph.a.zrioka@maine.gov
 IP Address: 64.135.140.27

Record Tracking

Status: Original 3/19/2025 1:46:40 PM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

Signer Events

Joseph Zrioka
 joseph.a.zrioka@maine.gov
 Director of IT Procurement
 State of Maine - Office of Information Technology
 Security Level: Email, Account Authentication (None)

Signature


 Signature Adoption: Pre-selected Style
 Using IP Address: 64.135.140.27

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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

John Spier
 John.F.Spier@maine.gov
 Security Level: Email, Account Authentication (None)

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Sent: 3/19/2025 1:50:07 PM

Electronic Record and Signature Disclosure:
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 ID: 548efd56-cc5f-4584-a2fc-df5efeeb03b4

Jennifer Tarr
 Jennifer.L.Tarr@maine.gov
 DOE Procurement Director
 Carahsoft OBO Maine Department of Education
 Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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