



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:		Education, Commissioner's Office	
Department Contract Administrator or Grant Coordinator:		Matthew Vaughan	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 54,720.00	Advantage CT/RQS #:	CT 05A 20250320*2200
CONTRACT	Proposed Start Date:	6/22/2025	Proposed End Date: 6/24/2025
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		The Witham Family, LLC dba: Witham Family Hotels: Atlantic Oceanside Hotel and Event Center Bar Harbor, Maine	
Brief Description of Goods/Services/Grant:		Conference and Meeting Management Services	

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 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.

The purpose of the Commissioner's Conference for Superintendents is to update Maine's school leaders on Legislative matters that have an impact on Maine's school administrative units (SAUs), and to meet the requirements under Title 20-A§254.4 for the Commissioner to hold an annual conference for the instruction of superintendents.

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

The Department's efforts to issue an RFP last year were postponed due to multiple critical internal position vacancies, which significantly impacted both operational capacity and cross-team collaboration. The absence of key personnel limited the resources available to effectively develop and execute the solicitation process, ultimately delaying the initiative.

With guidance from our Procurement Services Agency, the Department pursued a mini-bid for these services, however, only three of the four invited vendors responded: two did not have capacity or were unavailable, one did not respond, and the provider who did respond submitted a quote that was over the \$25,000.00 threshold. Given the current timeline, issuing a full Request for Proposal (RFP) is not feasible for securing these services this year. The provider who submitted the requested quote for the mini-bid process was previously awarded the contract under RFP (#201903042). The provider is capable of meeting the needs of the Department and has availability for the annual June conference within the limited timeframe to allow proper planning, communications, and registrations. This approach allows for acquisition of the necessary services to ensure that the remainder of the logistics and communications can be executed effectively for this statute-mandated conference.

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

The projected costs for this facility and the associated support services are consistent with current market rates for an event of this scale. Additionally, all meal and refreshment expenses will adhere strictly to the per diem rates established by the U.S. General Services Administration (GSA), ensuring fiscal responsibility and compliance with federal guidelines. Lodging expenses for Department of Education (DOE) staff attending the event will also be maintained within the GSA-approved per diem rates for the designated location, guaranteeing cost-effectiveness while meeting necessary accommodation.

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

Earlier this year, the Department made a concerted effort to develop a comprehensive Request for Proposal (RFP) to secure these services. However, due to unforeseen constraints in the timeline, the Department was unable to proceed with the formal solicitation process as initially planned. Recognizing the importance of a structured procurement approach, the Department has revised its strategy to ensure a thorough and well-informed solicitation moving forward.

PART III: SUPPLEMENTAL INFORMATION

As part of this plan, the Department anticipates formally releasing the RFP in late August or early September 2025. This timeline will enable the Department to conduct a competitive procurement process, ensuring that the Department secures the best possible services while adhering to procurement regulations and strategic planning objectives.

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.


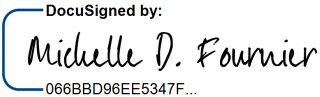
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	3/25/2025
Signature of DAFS Procurement Official:	DocuSigned by:  066BBD96EE5347F...		
Typed Name:	Michelle D. Fournier	Date:	4/2/2025

Certificate Of Completion

Envelope Id: 2E808CAF-83CE-48E8-AB91-108147AD0358

Status: Completed

Subject: Please Docusign This Document

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Document Pages: 3

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Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

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Holder: Daniel A. Chuhta

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3/25/2025 4:37:41 PM

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: 174.192.204.178

Sent: 3/25/2025 4:37:42 PM

Viewed: 3/25/2025 4:37:53 PM

Signed: 3/25/2025 4:38:42 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

3/25/2025 4:37:42 PM

Certified Delivered

Security Checked

3/25/2025 4:37:53 PM

Signing Complete

Security Checked

3/25/2025 4:38:42 PM

Completed

Security Checked

3/25/2025 4:38:42 PM

Payment Events

Status

Timestamps