



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 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:		Department of Education (DOE)	
Department Contract Administrator or Grant Coordinator:		Shelly Chasse-Johndro, M.Ed., Director, ESEA Federal Programs	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	20150519*3860
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	<b>7/1/2015</b>	Effective Date:
	Previous End Date:	<b>2/28/2025</b>	New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		GEM School Software Kennebunk, ME 04094	
Brief Description of Goods/Services/Grant:		Continued access to database required for US DOE compliance	

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.

The U.S. Department of Education (USED) approval of Maine's Department of Education late liquidation extension request was provided in January of 2025. The grants electronic management system (GEMS) is needed through the end of the fiscal year to be able to process the late liquidation reimbursement requests from the Maine DOE and from a number of school administrative unit (SAUs). In addition, the USED has released its performance report that is due in June of 2025. The GEMS houses and collects all the information needed for said report. These reports required extensive code work, additional databases, and help desk time that was not budgeted accurately in the previous amendments.

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

GEM has the unique and specialized knowledge and skills required to continue this work because they created and shaped the grant management system specifically to house and administer the Maine DOE's federally-funded emergency relief grants. DOE has used the GEM grant management system for more than a decade.

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

Services are similar and the costs are lower or no greater than previous expenses for this GEMS service.

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

The DOE has a new grant management system (Grants4ME) that was acquired through an RFP a few years ago. The GEM system is being phased out and the only grants that remain in the system are the grants related to COVID emergency funding. Once these grants expire, the DOE's use of the GEM system will end.

**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.

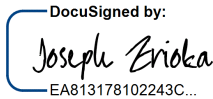
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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):	<i>Chelsey Fortin-Trimble</i>		
Typed Name:	Chelsey A. Fortin-Trimble, Associate Commissioner, Policy and Programs	Date:	3/27/2025
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	3/31/2025



**Certificate Of Completion**

Envelope Id: 47D8E733-656D-405E-87A9-BC8F2F19C119  
 Subject: Please Docusign This Document  
 Source Envelope:  
 Document Pages: 8  
 Certificate Pages: 4  
 AutoNav: Enabled  
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 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Chelsey Fortin-Trimble  
 Chelsey.A.Fortin@maine.gov  
 IP Address: 64.207.219.8

**Record Tracking**

Status: Original  
 3/27/2025 10:13:58 PM  
 Security Appliance Status: Connected  
 Storage Appliance Status: Connected  
 Holder: Chelsey Fortin-Trimble  
 Chelsey.A.Fortin@maine.gov  
 Pool: StateLocal  
 Pool: Maine Department of Education  
 Location: DocuSign  
 Location: Docusign

**Signer Events**

Chelsey Fortin-Trimble  
 Chelsey.A.Fortin@maine.gov  
 Associate Commissioner, Policy and Programs  
 Security Level: Email, Account Authentication (None)

**Signature**

*Chelsey Fortin-Trimble*  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.167.171.164

**Timestamp**

Sent: 3/27/2025 10:13:59 PM  
 Viewed: 3/27/2025 10:14:10 PM  
 Signed: 3/27/2025 10:14:24 PM  
 Freeform Signing

**Electronic Record and Signature Disclosure:**  
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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**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent Hashed/Encrypted 3/27/2025 10:13:59 PM  
 Certified Delivered Security Checked 3/27/2025 10:14:10 PM  
 Signing Complete Security Checked 3/27/2025 10:14:24 PM  
 Completed Security Checked 3/27/2025 10:14:24 PM

**Payment Events**

**Status**

**Timestamps**

**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.

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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.

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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](mailto: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](mailto: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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- ii. send us an email to [jennifer.l.tarr@maine.gov](mailto: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..

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By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

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- 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.

## Certificate Of Completion

Envelope Id: B2F09475-E468-4569-98AA-13C0A582FC5B	Status: Completed
Subject: Complete with Docusign: ITP-254494 GEM PJF 25-26.pdf	
Source Envelope:	
Document Pages: 7	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 64.135.140.27

## Record Tracking

Status: Original 3/31/2025 11:38:46 AM	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

DocuSigned by:  
  
EA813178102243C...  
Signature Adoption: Pre-selected Style  
Using IP Address: 64.135.140.27

## Timestamp

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Viewed: 3/31/2025 11:43:32 AM  
Signed: 3/31/2025 11:43:43 AM

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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

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

**COPIED**

Sent: 3/31/2025 11:43:18 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 9/9/2021 7:08:18 AM  
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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Sent: 3/31/2025 11:43:44 AM

**Electronic Record and Signature Disclosure:**  
Accepted: 5/20/2021 2:29:25 PM  
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Carbon Copy Events	Status	Timestamp
Katherine Warren Katherine.Warren@maine.gov Education Data Manager- MDOE Maine Department of Education Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Accepted: 12/9/2022 3:33:50 PM ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644	COPIED	Sent: 3/31/2025 11:43:45 AM
Olivia Schafer Olivia.Schafer@maine.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/31/2025 11:43:45 AM
IT Procurement Team email ITProcurement@maine.gov Security Level: Email, Account Authentication (None) <b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign	COPIED	Sent: 3/31/2025 11:43:46 AM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	3/31/2025 11:43:32 AM
Signing Complete	Security Checked	3/31/2025 11:43:43 AM
Completed	Security Checked	3/31/2025 11:43:46 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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