



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.

PART I: OVERVIEW				
Department Office/Division/Program:		Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:		Stacey Bean		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 8,500.00	Advantage CT / RQS #:	20250418*1515
CONTRACT	Proposed Start Date:	4/10/2025	Proposed End Date:	4/10/2025
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:		Novak Educational Consulting Groton, MA		
Brief Description of Goods/Services/Grant:		Provide professional development for the state of Maine educators to increase the use of inclusive practices for students with disabilities.		

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 Office of Special Services and Inclusive Education (OSSIE) have developed their own inclusive education framework in collaboration with Katie Macleod. OSSIE is planning an Inclusion conference in the spring of 2025 to bring together as many Maine educators as possible to continue the momentum for Co Teaching, Universal Design for Learning (UDL) and the spread of inclusive education practices in Maine.

Dr. Macleod at Novak Educational Consulting was secured to fulfill the need for a keynote presenter (and 3 breakout sessions) for a conference providing professional development for the state of Maine educators to increase the use of inclusive practices for students with disabilities. This is in response to the high percentage of LRE the state has as indicated by IDEA.

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

Dr. Macleod has nearly 25 years of experience in education and is a highly regarded expert in the education field on UDL. UDL leads to more inclusive practices for students with disabilities. She designs and presents workshops nationally and internationally on WDL. She is bestselling author and an adjunct instructor at the University of Pennsylvania. Dr. Macleod also lives in New England which negated higher travel costs.

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

The cost for Katie was comparable for a presenter in this field and Katie resides in New England, lowering her travel costs. Katie quoted us \$7500 for the keynote but added 3, 1 hour breakout sessions for another \$1,000 which allowed her to provide more specific professional development to the attendees.

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

Any future training 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.


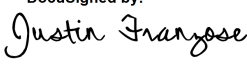
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Megan Welter	Date:	4/28/2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	4/29/2025

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

4/28/2025 8:43:02 AM

Certified Delivered

Security Checked

4/28/2025 8:43:18 AM

Signing Complete

Security Checked

4/28/2025 9:02:51 AM

Completed

Security Checked

4/28/2025 9:02:51 AM

Payment Events

Status

Timestamps

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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:

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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 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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