



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 - Office of Special Services and Inclusive Education	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 165,000.00	Advantage CT / RQS #:	20250207*1888
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date: 3/1/2026
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:		WestEd San Francisco, CA	
Brief Description of Goods/Services/Grant:		WestEd will support the Maine Department of Education's project to revise IDEA Part C.	

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 Maine Department of Education is responsible for implementing federal education programs, including Part C of the Individuals with Disabilities Education Act (IDEA) and has general supervisory responsibility to monitor local early intervention implementation of IDEA requirements. State regulations for early intervention services should reflect the requirements of IDEA and state regulations specific to serving infants and toddlers with developmental delays or disabilities and their families. Regulations should be written in language that is understandable and accessible to families, providers and legislative personnel less familiar with statutory jargon and the programmatic differences between Part C of the IDEA and Part B. Maine has identified areas of need to develop written regulations that are specific to purpose and requirements of Part C/early intervention (EI) that is separate and different from those captured under Part B; incorporate policies and procedures for the Part C extension option; staff professional development on the use of the regulation resources developed; and consultation on the State Systemic Improvement Plan (SSIP).

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

WestEd is a nonprofit public research and development agency affiliated with the U.S. Department of Education's Office of Education Research and Improvement. WestEd is the only technical assistance center that supports Part C of IDEA that is not for profit. Because of their connection to the US DOE, they are the only provider who can support Maine in compliance with these federal indicators as there are no other similar technical assistance centers for states to obtain this type of support.

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 education related services and the funding was allocated to the vendor since they have the necessary expertise with a focus on the federal Individuals with Disabilities Education Act (IDEA) and state special education law.

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.

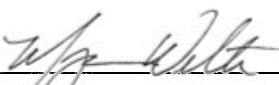

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	3/9/2025
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	4/29/2025