



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/Office of School and Student Supports		
Department Contract Administrator or Grant Coordinator:	Bethany Cunningham		
(If applicable) Department Reference #:			
Agency Department Code:	05A	Advantage CT / RQS #:	20240611*3644
Amount: (Contract/Amendment/Grant)	\$120,000		
CONTRACT	Proposed/Original Start Date:	7/1/2024	Proposed/Most Recent End Date: 03/02/2026
AMENDMENT	New Effective Date:	3/2/2026	New End Date (if Applicable): 12/31/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Kennebec Behavioral Health, Waterville, ME		
Brief Description of Goods/Services/Grant:	Teletherapy services for EASE Maine Subgrantees (School Administrative Units)		

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. Higher Education 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.	<p>The Expanding Access in School Environments (EASE) Maine grant initiative is a result of a federal grant application that included a commitment to providing teletherapy services to students in participating School Administrative Units (SAUs).</p> <p>In early 2025 the EASE grant received a letter of non-continuation from the federal government that originally ended activities related to teletherapy and allowable grant activities on 12/31/25. State Education Agency (SEA) litigation prevailed and resulted in allowing for services to continue. The Department received the updated Grant Award Notice on 1/8/26, 2/5/26, and a third on 03/05/2026. This amendment is an extension of the original contract and interim funding award to be utilized to continue services.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	<p>The Department did an RFQ initially for providers to provide teletherapy services to EASE Maine Subgrantees (SAUs) (RFQ 05A 230906-066 School Based Mental Health (SBMH) Service Providers for Teletherapy). No qualified bids were received in response to the RFQ. The Department reached out to Kennebec Behavioral Health and Northern Light as they were currently providing similar services through a State pilot program. Kennebec Health was the only provider that had capacity to do this work for the duration of the grant.</p> <p>Switching providers at this point would compromise continuity of care for the 23 students currently utilizing these services. By discontinuing teletherapy services these students would no longer have access to mental-health based care. A disruption to these services would result in students being put on a wait list for months, up to a full year. This particular extension allows for student services to continue through the summer months, when the in-school SBMH providers are not accessible. Additionally, the number of students served through teletherapy by the grant is one of the required performance measures and goals of the grant.</p> <p>Since the start of the contract, this provider has successfully met timelines and deliverables as outlined in the original contract and subsequent amendments.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Funding was allocated to the provider based on the budget allocation specified in Maine DOE's grant application and on the reasonable cost of offering teletherapy services including the cost of a full-time clinician and a full-time community health worker. The provider's rates of service are based on the currently MaineCare approved rates.</p>
4. Describe the plan for future competition for the goods or services.	<p>The grant funding for these services is anticipated to conclude 12/31/2026. If the Department needs similar services in the future the informal bid or RFP process will be completed.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

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

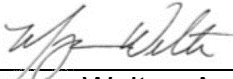
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

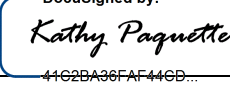
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Megan Welter, Associate Commissioner of Public Education	Date:	4/2/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/15/2026

Certificate Of Completion

Envelope Id: D2F743D6-05A5-4FB6-853A-F902BFD4647F	Status: Completed
Subject: Complete with Docusign: KBH_ContractAmendmentPJF_Yr4_12.31.docx	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Megan Welter megan.welter@maine.gov IP Address: 20.236.201.102
Envelopeld Stamping: Disabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 4/2/2026 9:52:32 PM	Holder: Megan Welter megan.welter@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events

Megan Welter
megan.welter@maine.gov
Associate Commissioner of Public Education
Security Level: Email, Account Authentication (Optional)

Signature



Signature Adoption: Uploaded Signature Image
Using IP Address: 98.2.195.180

Timestamp

Sent: 4/2/2026 9:52:33 PM
Viewed: 4/2/2026 9:52:39 PM
Signed: 4/2/2026 9:53:06 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Accepted: 2/22/2022 8:43:12 AM
ID: a3f5e052-e68a-4555-b08f-3ab2586f161c

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	4/2/2026 9:52:33 PM
Certified Delivered	Security Checked	4/2/2026 9:52:39 PM
Signing Complete	Security Checked	4/2/2026 9:53:06 PM
Completed	Security Checked	4/2/2026 9:53:06 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Department of Education (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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Withdrawing your consent

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.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

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.

How to contact Carahsoft OBO Maine Department of Education:

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

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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Department of Education

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.

To withdraw your consent with Carahsoft OBO Maine Department of Education

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to 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..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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

- You can access and read this Electronic Record and Signature Disclosure; and
- 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.