



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 \$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	
Department Contract Administrator or Grant Coordinator:		Amy L. Poland	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	RQS 20260316*1460
Amount: (Contract/Amendment/Grant)	\$29,749.00		
CONTRACT	Proposed/Original Start Date:	6/1/2026	Proposed/Most Recent End Date: 5/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		EnGen Bethesda, MD	
Brief Description of Goods/Services/Grant:		Adult Education English Language Learning Platform	

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. 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.

The Workforce Innovation and Opportunity Act of 2014 (WIOA) demands that adult education programs prepare eligible students with the knowledge and skills necessary for employment and economic self-sufficiency. This includes assisting multilingual learners (MLs) in accessing workforce training and preparation and improving their reading, writing, speaking, and comprehension skills in English using research-based instruction. Contextualizing the English learning with the occupational skills content accelerates language learning and gives MLs the opportunity to reach their career goals more quickly and contributing to their communities.

Adult education programs across the state are serving multilingual learners. The state’s smaller adult education programs often lack the human and capital resources and time to provide high-quality English language acquisition classes, especially those aligned with MLs career goals.

The EnGen English language learning platform provides a resource for adult education programs to provide contextualized English language instruction individualized for MLs’ career pathways.

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.

EnGen’s platform uniquely focuses on contextualized language learning related to specific career and workforce readiness for adult multilingual learners. It was developed with the needs of adults served under federally funded workforce development and adult education programs in mind. The breadth of EnGen’s content, the multiple instructional modalities employed, and the support provided to both learners and instructors are not available in other consumer-focused platforms such as Duolingo, Babbel, Rosetta Stone, Lingoda, Fluenz, or Burlington English.

**1. Workforce-Aligned and Contextualized Instruction** Unlike general-purpose language apps, EnGen offers contextualized English instruction aligned to career pathways, workplace scenarios, and industry-specific vocabulary (e.g., healthcare, manufacturing, hospitality). This makes it uniquely suited to preparing adult learners for success in employment and training programs- in industries highlighted by the state of Maine WIOA State Plan—an essential requirement for federally funded initiatives such as Title II of the Workforce Innovation and Opportunity Act (WIOA). Learners can select the career pathways courses that align with their goals and that are most in-demand in their communities. Other platforms, such as Burlington English and Aztec Learning, provide more generalized workforce preparation content.

**2. Designed for Adult English Learners** EnGen was designed specifically for adult multilingual learners and incorporates research-based practices in adult second language acquisition. It offers scaffolded content tailored to diverse proficiency levels, including digital and linguistic support in learners’ first languages. Learners’ language proficiency is assessed at the outset, and the content is adjusted to meet their level. EnGen offers live learner supports at times when adults may be working, including in the evening. In contrast, platforms like Duolingo, Babbel, and Rosetta Stone are primarily designed for general consumers or travelers, not for academics or workforce integration.

**3. Instructional Support and Integration with Adult Education Programs** EnGen provides wraparound support, including access to live instructional supports, onboarding assistance, and

**PART III: SUPPLEMENTAL INFORMATION**

learner analytics. Additionally, EnGen works with adult education programs to create customized courses based on regional employment needs and supports the Maine DOE by providing professional development to programs highlighting best practices in implementation. These programmatic supports are critical for educational accountability and learner retention, and are not features of commercial platforms such as Fluenz, Lingoda, or Rosetta Stone.

**4. Data-Driven and Standards-Aligned** EnGen’s platform collects and reports learner data aligned to English Language Proficiency Standards (ELPS), facilitating alignment with measurable skill gains and performance indicators required under federal reporting frameworks and in the NRS-approved CASAS Assessment series. This type of alignment is not found in Duolingo, Babbel, or Aztec Learning which are not designed to meet WIOA Title II accountability requirements.

**5. Equity-Focused and Mobile-First Design** EnGen is mobile-optimized for accessibility and equitable access, particularly for learners with limited digital literacy or access to desktop devices. Its flexible, asynchronous design allows learners to engage with content on their own schedule—critical for adults balancing work and family responsibilities. While many commercial apps offer mobile access, they lack the rigor, context, and support services EnGen offers.

**6. Proven Impact and Public Sector Experience** EnGen has been adopted by numerous state and local workforce boards, adult education providers, and agencies serving multilingual learners across the U.S. Its demonstrated success in serving English learners in public systems further validates its value in this context. Other platforms are rarely used in formal education or workforce programs and have limited evidence of impact in these settings.

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

Purchasing 250 seats allows us to serve a greater number of students for less cost under the tiered pricing structure. The seats are fully transferable, so a program can reassign a seat when a student is inactive. This makes the pricing cost effective as a program can reuse their seats multiple times. The price for seat licenses is comparable to other English language learning platforms, such as Burlington English (\$100) and Aztec Learning (\$180/seat).

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

We continue to survey the adult education programs annually to understand their needs for curricula and their successes and challenges with implementation. We monitor the industry for products that will meet program needs and the federal requirements under WIOA to determine the need for competition.

**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) or (026) – 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**

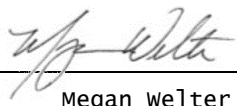
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department'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

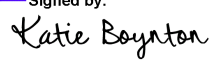
1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Megan Welter	Date:	4/13/2026

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:	Signed by:  <small>AE2C1DD1C65434E9...</small>		
Typed Name:	Katie Boynton, Systems Analyst	Date:	4/15/2026

**Certificate Of Completion**

Envelope Id: 861511A1-BA12-4E07-A77F-E1A6F88F1842	Status: Completed
Subject: Complete with Docusign: EnGen Procurement Justification Form (PJF)_REV 9.24.25 (1).docx	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Megan Welter
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	megan.welter@maine.gov
	IP Address: 20.236.201.103

**Record Tracking**

Status: Original	Holder: Megan Welter	Location: DocuSign
4/13/2026 9:21:52 PM	megan.welter@maine.gov	
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: 4/13/2026 9:21:53 PM  
 Viewed: 4/13/2026 9:21:57 PM  
 Signed: 4/13/2026 9:23:49 PM  
 Freeform Signing

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In Person Signer Events	Signature	Timestamp
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<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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Completed	Security Checked	4/13/2026 9:23:49 PM

**Payment Events**      **Status**      **Timestamps**

**Electronic Record and Signature Disclosure**

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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.

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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.

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

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- 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](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:

- 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.

### Certificate Of Completion

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Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Katherine.L.Boynton@maine.gov
	IP Address: 71.181.101.106

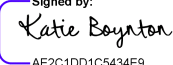
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Security Appliance Status: Connected	Pool: StateLocal	

### Signer Events

Katie Boynton  
 Katherine.L.Boynton@maine.gov  
 Systems Analyst  
 State of Maine  
 Security Level: Email, Account Authentication (None)

### Signature

Signed by:  
  
 AE2C1DD1C5434E9...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 71.181.101.106

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**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

### In Person Signer Events

### Signature

### Timestamp

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### Agent Delivery Events

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### Intermediary Delivery Events

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### Certified Delivery Events

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### Carbon Copy Events

### Status

### Timestamp

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 ITProcurement@maine.gov  
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Sent: 4/15/2026 5:04:50 PM

Olivia Schafer  
 Olivia.Schafer@maine.gov  
 Security Level: Email, Account Authentication (None)

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 Viewed: 4/16/2026 7:15:51 AM

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Kathy Warren  
 Katherine.Warren@maine.gov  
 Education Data Manager- MDOE  
 Maine Department of Education  
 Security Level: Email, Account Authentication (None)

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Carbon Copy Events	Status	Timestamp
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Jenn 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: 4/15/2026 5:04:53 PM

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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	4/15/2026 5:04:47 PM
Completed	Security Checked	4/15/2026 5:04:53 PM

Payment Events	Status	Timestamps
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**To advise Carahsoft OBO Maine Office of Information Technology of your new email address**

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- ii. send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@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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- You can access and read this Electronic Record and Signature Disclosure; and
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