



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## DIVISION OF 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 Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Nathan McIvor	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ \$25,000 (NTE)	Advantage CT / RQS #:	20230113000000001890
CONTRACT	Proposed Start Date:	6/28/2023	Proposed End Date: 6/29/2023
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:		Educational Plant Maintenance Association (EPMA) of Maine VC0000139684 20 Dean St., Winslow, ME 04901	
Brief Description of Goods/Services/Grant:		Educational Plant Maintenance Association shall prepare and execute a statewide school facilities professional development conference (52nd Annual EPMA Conference) at Winslow High School on June 28, 2023 and June 29, 2023.	

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.

Statute - Title 20-A, Section 15918 notes that DOE, within existing resources, shall support facility maintenance and capital planning training for school administrative units. Section 4502 notes health, sanitation and safety requirements (which are facilities items) are needed in order for schools to achieve Maine DOE school approval.

School facilities and custodial staffs require training to work with changing material, technology, and chemicals which are used to safely maintain buildings. Given the changes in building science, technology and products, industry standards recommend ongoing training for all facilities staff.

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

A single source contract is necessary as this service is best performed by practicing facilities experts who deal with PK-12 facilities services. Other state resources are not available to provide facilities training locally. Sufficient staffing is not available within the Department to perform the service, and EPMA is the only organization in Maine with sizable and long-term relationships to the educational facilities sector necessary for a robust, all-encompassing statewide conference. It has also hosted this same event 51 times in previous years and is the established resource group for school facilities, management, and curriculum professionals.

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

The overall projected total cost to deliver the state facilities conference is \$25,000. EPMA members contribute their personal time, at no cost, to plan, coordinate, and deliver the conference. EPMA delivers low-cost, high-quality training. Public school facilities managers and custodians attend the conference at no cost to ease the burden on local school districts. The proposed budget below indicates that even with recent inflation, the total cost for the 2023 conference is only \$5,000 more than the most recent EPMA conference in 2019, which was also done under a sole source agreement with DOE.

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

At this time, there is no competition in the state of Maine PK-12 school facilities professional development training. In the future we will continue to review if other local or state organizations have the skills, abilities and facilities certifications to deliver low-cost and high quality statewide facilities and safety training.


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

Does this request utilize ARPA/MJRP funds?

 Yes – If Yes, please attach the approved Business Case(s).

 No – If No, proceed to Part V.
**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dan Chuhta, Deputy Commissioner, DOE	Date:	2/10/2023
Signature of DAFS Procurement Official:			
Typed Name:		Date:	

