

**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:		Maine School Safety Center	
Department Contract Administrator or Grant Coordinator:		Cheryl Brackett	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 12,000.00	Advantage CT / RQS #:	20230427*2973
CONTRACT	Proposed Start Date:	4/1/2023	Proposed End Date: 6/30/2023
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:		Maine Association of Pupil Transportation, 108 Learning Lane, Farmington ME 04938	
Brief Description of Goods/Services/Grant:		Maine Regional School Transportation Safety Conference	

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 purpose of this Contract is to provide a Maine Regional School Transportation Safety Conference per 29-A M.R.S. § 2303 and Code of Maine Regulations (05-071 CMR Chapter 81 (4)) School Transportation Safety.

The Provider shall deliver a school transportation conference, focused on school bus driver and student safety, that supports the minimum training requirements for transportation employee in-service safety practices. The conference shall be in-person.

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

Maine Association for Pupil Transportation (MAPT) is a nonprofit organization of school transportation. They have the experience and access to people that make them uniquely qualified for this service. The conference that MAPT provides is taught by transportation directors from throughout the state. They do not charge for the sessions. The directors are seasoned school bus drivers and know the industry well. They volunteer their time to present at the conferences and assure that it runs smoothly. The contract provides the association funds to travel to five different regions of the state. Sessions are thoughtfully planned to share knowledge of safety. The directors are well aware of current trends and safety practices. Drivers are brought up to date in changes in law, regulations and specifications. The technical and specialty knowledge is priceless because they have the hands-on knowledge of the requirements needed to be a safe driver.

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

The Provider plans, organizes, markets, and deliver one Maine Regional School Transportation Safety Conference FY23 that is available to all school administrative units (SAUs), at NO cost to SAUs. The conference is in-person during the month of April 2023. Lunch is provided at the regionals. Training materials, trophies cost of travel and hotels are also included as part of this contract.

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

The future plan is to continue to support the bus drivers of our state by providing them with quality training at the regional conferences and through the DOE Summit.

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):



Procurement Justification Form (PJF)

Typed Name:	Daniel A. Chuhta	Date:	4/26/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i>		
Typed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	5/8/2023

NOI 0520230428 05/08/2023 - 05/14/2023


Certificate Of Completion

Envelope Id: 7F16DF7385514E1CAB3C3A21326AF4CB	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Security Appliance Status: Connected	Pool: StateLocal	
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Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 4/26/2023 4:21:47 PM Viewed: 4/26/2023 4:21:57 PM Signed: 4/26/2023 4:22:17 PM Freeform Signing
	
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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	4/26/2023 4:21:48 PM
Certified Delivered	Security Checked	4/26/2023 4:21:57 PM
Signing Complete	Security Checked	4/26/2023 4:22:17 PM
Completed	Security Checked	4/26/2023 4:22:17 PM
Payment Events	Status	Timestamps