



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:		Education, Office of Federal Programs		
Department Contract Administrator or Grant Coordinator:		Janette Kirk		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 8,721.00	Advantage CT / RQS #:	05A 20230420*2771
CONTRACT	Proposed Start Date:	8/1/2023	Proposed End Date:	8/10/2023
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:		Shanna Peeples Amarillo TX		
Brief Description of Goods/Services/Grant:		Delivery of presentations during Educator Summit.		

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 focus of the Maine Educator Summit is Inspiration, Innovation, and Inclusion. Therefore, a dynamic, engaging, and knowledgeable keynote presenter is required to provide connections, expand knowledge and understanding to engage and encourage Maine educators to continue being innovative, cutting-edge educators in their field of expertise. Dr. Peeples' presentation aligns with the key priorities of the educator summit ensuring the development of the whole child. As Maine welcomes new residents and citizens celebrating increased diversity within the state, Dr. Peeples provides insight and new strategies to recognize and address unconscious bias, increased equity, diversity and the inclusion of all learners.

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

The Provider has unique experiences and background that makes her qualified for this role. Dr. Shanna Peeples, the 2015 National Teacher of the Year, taught middle and high school English in low-income schools in Amarillo, Texas for 14 years. She is an assistant professor of Educational Leadership and the Dr. John G. O'Brien Distinguished Chair of Education at West Texas A&M University. At WT, she is also the director of the Route 66 Writing Project, which uses place-conscious writing to address challenges of spatial and educational equity.

Her research focuses on adaptive leadership to support belonging and inclusion in schools and organizations. The first Educator in Residence for TED-Ed in New York, she was also an invited commentator for all episodes of PBS's Great American Read series. Formerly, Shanna was an award-winning reporter on health issues, schools, and music criticism. Her writing has appeared in Education Leadership, Education Week, the Washington Post and the New York Observer. Her book, Think Like Socrates: Using Questions to Invite Wonder and Empathy into the Classroom, was chosen by the National Education Association Foundation and PDK International for their membership.

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

Dr. Peeples' negotiated cost is in keeping with other keynote presenter of similar caliber.

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

Obtaining a keynote presenter/speaker of this caliber at this juncture of the whole student approach is typically unique and therefore, it is not anticipated a future keynote presenter of this caliber will be required or warranted for the educator summit in the future.

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


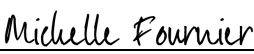
Does this request utilize ARPA/MJRP funds?

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:	Daniel Chuhta, Deputy Commissioner	Date:	4/25/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Michelle Fournier	Date:	5/19/2023


Certificate Of Completion

Envelope Id: 7EE4D9DE84964CFA8332EE36D0A53B36	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 19	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 4/25/2023 10:21:19 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 198.182.163.113	Sent: 4/25/2023 10:21:21 AM Viewed: 4/25/2023 10:21:31 AM Signed: 4/25/2023 10:23:02 AM Freeform Signing

Electronic Record and Signature Disclosure:
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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	4/25/2023 10:21:21 AM
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Payment Events**Status****Timestamps**