



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	
Department Contract Administrator or Grant Coordinator:		Emily Poland	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 7000	Advantage CT / RQS #:
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date: 10/1/2023
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:		Nurse Builders Philadelphia, PA	
Brief Description of Goods/Services/Grant:		School Nursing preparation for national certification	

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.

As part of the public health workforce development program, we are seeking to increase the number of school nurses in the State of Maine that hold the specialty credential of nationally certified school nurse.

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

This vendor is the only organization that has developed an evidence-based review course for this purpose that is accredited by the American Nurses Credentialing Center's Commission on Accreditation and available in this format.

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

The cost is in line with other accredited education programs for nurses.

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

If other courses are available in the future we will investigate other vendors.

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 A. Chuhta

Date:

4/18/2023

Signature of DAFS
Procurement Official:

DocuSigned by:



Typed Name:

Michelle Fournier

Date:

5/26/2023

Certificate Of Completion

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Document Pages: 3	Signatures: 1
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Envelope Stamping: Disabled	IP Address: 64.207.219.73
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Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 4/18/2023 1:08:22 PM Viewed: 4/18/2023 1:08:33 PM Signed: 4/18/2023 1:09:29 PM Freeform Signing
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Envelope Sent	Hashed/Encrypted	4/18/2023 1:08:22 PM
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