



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Christine Thibeault		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 40,000	Advantage CT / RQS #:	03F 20231221*1766
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	1/3/2024	Effective Date:	4/1/2024
	Previous End Date:	6/30/2024	New End Date:	8/30/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Erin Chase Special Education Consulting Portland, Maine		
Brief Description of Goods/Services/Grant:		Special Education Consulting Long Creek/AR Gould		

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 checked="" 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.

A special education director (033 certificate) is required by the state of Maine for any accredited high school. This means we must have someone contracted to work with our school for a minimum of 5 hours per month. This role will also provide us much needed supervision and structure in our special education program, which is a critical program in the AR Gould school. The providers work continues to be essential to the functions of the AR Gould school, our increased acuity in our student population has resulted in a greater need for services and targeted support persons for students. Due to this acuity, an emergency procurement is being sought.

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

Erin's work continues to be essential to the functions of the AR Gould school, our increased acuity in our student population has resulted in a greater need for services and targeted support persons for students. Erin will also be providing administrative support to Long Creek and AR Gould while Catherine Curry, Principal, is out on Maternity Leave.

Erin will provide administrative and program support to the education team, the Deputy of Treatment and Programming, and DOC Administration as needed. Erin will support educational goals, assist in programming decisions, and act as an expert/thought partner for educational staff members and DOC supervisors. Erin is uniquely positioned to fill this need at the present time.

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

The funding requested is typical for professionals with Erin's experience and background. Her rates are comparable to the rates of similar contactors across the state of Maine. The bulk of the funds will be allocated to salary, but a small portion will be allocated to resources and materials for her position, including recommended curriculum or tools to utilize with students. The Department deems this to be fair and reasonable. All the special education contractors we have worked with have charged in the same range of rates as Erin, including subcontractors which will be made available under this amendment.

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

If it is found that a long-term need for this service is required, the Department will seek a competitive long-term solution.

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) – 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

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Christine Thibeault	Date:	
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	5/1/2024