



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 Department of Education		
Department Contract Administrator or Grant Coordinator:	Matthew Vaughan		
(If applicable) Department Reference #:	Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)	\$ 10,500.00	Advantage CT / RQS #:	20240416*2850
CONTRACT	Proposed Start Date:	6/26/2024	Proposed End Date: 6/28/2024
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:	Dr. Hebert Wagner, Sandwich, New Hampshire		
Brief Description of Goods/Services/Grant:	The speaker will deliver a keynote speech as well as facilitate a workshop session for the Maine Department of Education's 2024 Superintendent's 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 obtain a professional keynote speech and workshop session offering perspectives on the conference theme Measuring What Matters. The conference will be held at the Atlantic Oceanside Hotel and Event Center located at 119 Eden Street Bar Harbor, Maine 04609.

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

A globally recognized voice in education, Tony Wagner currently serves as a Senior Research Fellow at the Learning Policy Institute, founded by Linda Darling-Hammond in 2015. Prior to this appointment, Tony held a variety of positions at Harvard University for more than twenty years, including four years as an Expert in Residence at the Harvard Innovation Lab and the founder and co-director, for more than a decade, of the Change Leadership Group at the Harvard Graduate School of Education. His previous work experience includes twelve years as a high school teacher, K-8 principal, university professor in teacher education, and founding executive director of Educators for Social Responsibility.

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

The fees for engaging a professional keynote speaker reflect the expected costs associated with individuals who have extensive experience speaking at numerous events and have achieved notable accomplishments within their industry. Additionally, the speaker's track record includes presentations at international conferences, demonstrating a wealth of diverse and well-honed experiences.

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

The Superintendent's Conferences adapt their focus annually. To prepare for upcoming events, we proactively research leading speakers within fields relevant to our annual theme, ensuring we remain competitive and deliver exceptional content

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	4/25/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	5/6/2024

Certificate Of Completion

Envelope Id: 06596F0D0E8248759F1C0E2CE87A5124	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 16	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 4/25/2024 12:43:12 PM	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

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
Using IP Address: 47.176.79.130

Timestamp

Sent: 4/25/2024 12:43:14 PM
Viewed: 4/25/2024 12:43:23 PM
Signed: 4/25/2024 12:44:17 PM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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	4/25/2024 12:43:14 PM
Certified Delivered	Security Checked	4/25/2024 12:43:23 PM
Signing Complete	Security Checked	4/25/2024 12:44:17 PM
Completed	Security Checked	4/25/2024 12:44:17 PM

Payment Events

Status

Timestamps