



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)	\$ 35,000.00	Advantage CT / RQS #:	20240412000000002835	
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date:	6/30/2025
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:	The purpose of this Contract is to provide a Maine Regional & Annual 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.			

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
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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.
	<p>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.</p> <p>The Provider shall deliver school transportation conferences, focused on school bus driver and student safety, that supports the minimum training requirements for transportation employee in-service safety practices. All conferences shall be in-person.</p>
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
	The conference that the association provides is taught by transportation directors from throughout the state. They do not get paid for the sessions. The contract provides the association funds to travel to six different regions of the state during April vacation and in June to the northern and down eastern parts of the state. Sessions are thoughtfully planned to share knowledge of safety related to our precious cargo. Skills are taught and a bus road-e-o is conducted at each regional conference. The winner in each region then goes on to compete at the state level during the annual conference at the Augusta Civic Center in July. The winner of the state represents Maine at the national conference.
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 delivers Maine Regional School Transportation Safety Conference FY25 that is available to all school administrative units (SAUs), at NO cost to SAUs. The conferences are in-person during the month of April & June 2025. Lunch is provided at the regionals. There is also an in-person annual conference in July 2024 that lasts for 4 days. Training materials, trophies, cost of travel and hotels for the trainers are also included as part of this contract.
4.	Describe the plan for future competition for the goods or services.
	Our plan is to continue to partner with MAPT to support the bus drivers of our state by providing them with quality training at the regional and annual state conferences and through the DOE Summit.

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


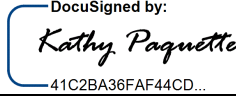
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/>	Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/>	Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/>	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?
<input checked="" type="checkbox"/> 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:	Daniel A. Chuhta, Deputy Commissioner	Date:	4/23/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	5/6/2024

Certificate Of Completion

Envelope Id: 07C97DB366924A9A948FE3DA065C252A	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 20	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 4/23/2024 7:49:12 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: 4/23/2024 7:49:13 PM
Viewed: 4/23/2024 7:49:26 PM
Signed: 4/23/2024 7:50:27 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	4/23/2024 7:49:14 PM
Certified Delivered	Security Checked	4/23/2024 7:49:26 PM
Signing Complete	Security Checked	4/23/2024 7:50:27 PM
Completed	Security Checked	4/23/2024 7:50:27 PM

Payment Events

Status

Timestamps