



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:	Dept of Educ – Educ in the Unorganized Territories		
Department Contract Administrator or Grant Coordinator:	Cathy Severance		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$8,000.00	Advantage CT / RQS #:	O5C20240226*2333
CONTRACT	Proposed Start Date:	2/26/2024	Proposed End Date: 2/25/2025
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:	LOGOS LLC PO BOX 6021, FALMOUTH, ME 04105		
Brief Description of Goods/Services/Grant:	' Reading/Writing Curriculum Support & Training		

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.

LOGOS LLC is a literacy consulting company providing schools' administrators, literacy coaches and teachers explicit strategies for improving student achievement in reading & writing instruction, curriculum planning and assessment work.

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

Logos has specialized experience in this topic area and experience in providing this type of training to educators. Workshops for individual districts are designed on a variety of literacy topics that will address the focus areas of the EUT Consolidated schools. Classrooms are multi-grade in EUT schools so a more strategic knowledge and plan for multi-grade classes is needed.

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

The cost of \$200 per hour is in alignment with other consulting firms that provide services for single grade classrooms.

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

Finding curriculum development coaches for multi-grade classrooms has become more difficult. This is because the State of Maine has very few public schools with consolidated grades remaining open and operating. Demand for that multi-level service is declining in Maine. The EUT will continue to communicate with local districts to obtain vendors that can meet the EUT established criteria. EUT will consider if there are multiple vendors that are available and qualified when reviewing the need for these types of services to determine if an RFP is warranted or if there is only one provider available.

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:	Daniel Chuhta, DOE Deputy Commissioner	Date:	04.19.24
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	5/16/2024


Certificate Of Completion

Envelope Id: 2E82E0839B334F549EA248B8B66CAA6E	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.135

Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
5/3/2024 2:50:51 PM	Daniel.Chuhta@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 5/3/2024 2:50:52 PM Viewed: 5/3/2024 2:51:07 PM Signed: 5/3/2024 2:51:33 PM Freeform Signing
	
Signature Adoption: Drawn on Device Using IP Address: 72.231.250.95	

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	5/3/2024 2:50:52 PM
Certified Delivered	Security Checked	5/3/2024 2:51:07 PM
Signing Complete	Security Checked	5/3/2024 2:51:33 PM
Completed	Security Checked	5/3/2024 2:51:33 PM

Payment Events

Status

Timestamps