



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, Proposed Start Date, Proposed End Date, 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, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Maine Department of Education's (DOE) Office of School Facilities has conducted a building inventory of the 600 school buildings in Maine. This information is essential to develop an understanding of school facility needs statewide and critical for emergency response planning. This contract is to provide the following.

Phase 1: Compile and share basic descriptive results; refine analytic plan:

- A. Prepare data tables, including selected descriptive statistics.
- B. Meet with Maine DOE school facilities staff and other identified stakeholders to review preliminary data and identify areas / issues for further analysis.
- C. Prepare detailed analytic plan for phase 2 to address questions identified by stakeholders.

Phase 2: Additional targeted analysis & Report

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

Per Maine Revised Statutes, Title 20-A, Section 15917 the Department is required to establish a facilities data base which must be available to the Education Research Institute. MEPRI is uniquely qualified to do this work as they collect and analyze education information and perform targeted education research for the legislature and the Maine DOE. MEPRI's ability and expertise to efficiently provide necessary analysis and reports is critical for timely policy decisions.

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

The cost is consistent with similar services that the department has contracted for. The rate is comparable to similar types of highly specialized services.

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

We currently foresee this as a one-time service to be provided.

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

Does this request utilize ARPA/MJRP funds?


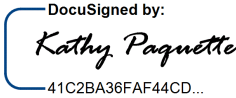
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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:	2/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	5/24/2024

**Certificate Of Completion**

Envelope Id: 77903E93D24046BDB68D8F23099E4073	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: 64.207.219.137

**Record Tracking**

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
2/28/2024 2:57:35 PM	Daniel.Chuhta@maine.gov	
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: 198.182.163.113

**Timestamp**

Sent: 2/28/2024 2:57:35 PM  
 Viewed: 2/28/2024 2:57:46 PM  
 Signed: 2/28/2024 2:58:21 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**

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Certified Delivered	Security Checked	2/28/2024 2:57:46 PM
Signing Complete	Security Checked	2/28/2024 2:58:21 PM
Completed	Security Checked	2/28/2024 2:58:21 PM

**Payment Events**

**Status**

**Timestamps**