



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 fields: Department Office/Division/Program: Education; Department Contract Administrator or Grant Coordinator: Nathan McIvor; (If applicable) Department Reference #: n/a; Amount: \$ 25,000 (NTE); Advantage CT / RQS #: 20240405000000002745; CONTRACT Proposed Start Date: 6/26/2024, Proposed End Date: 6/27/2024; AMENDMENT Original Start Date, Previous End Date, Effective Date, New End Date; GRANT Project Start Date, Project End Date, Grant Start Date, Grant End Date; Vendor/Provider/Grantee Name, City, State: Educational Plant Maintenance Association (EPMA) of Maine VC0000139684, 20 Dean St., Winslow, ME 04901; Brief Description of Goods/Services/Grant: Educational Plant Maintenance Association shall prepare and execute a statewide school facilities professional development conference (53rd Annual EPMA Conference).

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 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified. Box C is checked.

<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.
<p>The purpose of this Contract is to fund the 53rd Annual Educational Plant Maintenance Association conference, a statewide school facilities meeting, for the professional development of school faculty and staff pertaining to school facilities, construction, maintenance, safety, and equitable accommodation. Statute - Title 20-A, Section 15918 notes that Maine DOE, within existing resources, shall support facility maintenance and capital planning training for school administrative units. Section 4502 notes health, sanitation and safety requirements (which are facilities items) are needed in order for schools to achieve Maine DOE school approval. School facilities and custodial staff require training to work with changing material, technology, and chemicals which are used to safely maintain buildings. Given the changes in building science, technology and products, industry standards recommend ongoing training for all facilities staff.</p>	
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
<p>A single source contract is necessary as this service is best performed by practicing facilities experts who deal with K-12 facilities services. Other state resources are not available to provide facilities training locally. Sufficient staffing is not available within the Department to perform the service, and EPMA is the only organization in Maine with sizable and long-term relationships to the educational facilities sector necessary for a robust, all-encompassing statewide conference. It has also hosted this same event 52 times in previous years and is the established resource group for school facilities, management, and curriculum professionals.</p>	
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
<p>The overall projected total cost to deliver the state facilities conference is \$25,000 (NTE). EPMA members contribute their personal time, at no cost, to plan, coordinate, and deliver the conference. EPMA delivers low-cost, high-quality training. Public school facilities managers and custodians attend the conference at no cost to ease the burden on local school districts.</p>	
4.	Describe the plan for future competition for the goods or services.
<p>At this time, there is no competition in the state of Maine PK-12 school facilities professional development training. In the future we will continue to review if other local or state organizations have the skills, abilities and facilities certifications to deliver low-cost and high quality statewide facilities and safety training.</p>	

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:

4/23/2024

Signature of DAFS
Procurement Official:DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

5/24/2024

Certificate Of Completion

Envelope Id: F4B9520AE83349CEAD1FF852A9965ECA	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 17	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 7:57:36 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 7:57:38 PM
Viewed: 4/23/2024 7:57:51 PM
Signed: 4/23/2024 7:59:28 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 7:57:38 PM
Certified Delivered	Security Checked	4/23/2024 7:57:51 PM
Signing Complete	Security Checked	4/23/2024 7:59:28 PM
Completed	Security Checked	4/23/2024 7:59:28 PM

Payment Events

Status

Timestamps






EPMA SC and PJF

Final Audit Report

2024-05-20

Created:	2024-05-14
By:	Nathan Mclvor (Nathan.W.Mclvor@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMHpK8OSm3CRuTZ_yrBxpuwu076lkzzBr

"EPMA SC and PJF" History

-  Document created by Nathan Mclvor (Nathan.W.Mclvor@maine.gov)
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-  Document emailed to Jim Reny (jreny8@roadrunner.com) for signature
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2024-05-14 - 9:45:22 PM GMT
-  Document e-signed by Jim Reny (jreny8@roadrunner.com)
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