



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Education/Office of School Facilities		
Department Contract Administrator or Grant Coordinator:		Scott Brown		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 25,000 (NTE)	Advantage CT / RQS #:	20250318000000002131
CONTRACT	Proposed Start Date:	6/25/2025	Proposed End Date:	6/26/2025
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:		Educational Plant Maintenance Association Winslow, ME		
Brief Description of Goods/Services/Grant:		plan and execute a statewide school facilities professional development conference (54th Annual Custodial and Maintenance 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
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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 fund the 54th annual Educational Plant Maintenance Association Annual Custodial and Maintenance Conference, a statewide school facilities meeting, for the professional development of school staff pertaining to school facilities, construction, maintenance, safety, and equitable accommodation. Maine Revised Statutes, Title 20-A, Section 15918 notes that Maine DOE, within existing resources, shall support facility maintenance and capital planning training for school administrative units. Maine Revised Statutes, Title 20-A, 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 53 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. The conference costs were compared to costs of previous facilities conferences and were found to be consistent. The Department determined the costs to be fair and reasonable.</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 whether 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?	
<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.

☒ No – If No, proceed to Part V.



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signed by:  <small>347D8D2394F34C9...</small>		
Typed Name:	Chelsey A. Fortin-Trimble	Date:	5/1/2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	5/5/2025

Certificate Of Completion

Envelope Id: 40B92333-61D0-4B65-80EE-8DA182B64C87
 Subject: Complete with Docusign: EPMA 2025 PJF rev.docx
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 4
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Ann Pinnette
 Ann.Pinnette@maine.gov
 IP Address: 10.103.81.137

Record Tracking

Status: Original 5/1/2025 1:20:39 PM	Holder: Ann Pinnette Ann.Pinnette@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

Signer Events

Chelsey Fortin-Trimble
 Chelsey.A.Fortin@maine.gov
 Associate Commissioner, Policy and Programs
 Security Level: Email, Account Authentication (None)

Signature

Signed by:

 347D8D2394F34C9...
 Signature Adoption: Pre-selected Style
 Using IP Address: 64.135.139.143

Timestamp

Sent: 5/1/2025 1:24:29 PM
 Viewed: 5/1/2025 1:33:17 PM
 Signed: 5/1/2025 1:34:04 PM

Electronic Record and Signature Disclosure:
 Accepted: 12/11/2020 3:03:42 PM
 ID: 008b4aa3-33a1-416a-94c8-bfea019b2603

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	5/1/2025 1:24:29 PM
Certified Delivered	Security Checked	5/1/2025 1:33:17 PM
Signing Complete	Security Checked	5/1/2025 1:34:04 PM
Completed	Security Checked	5/1/2025 1:34:04 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Education:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Department of Education

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Department of Education

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Department of Education as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.