



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:		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 #:	05C20240226*2333
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	2/26/2024	Effective Date:	2/26/2025
	Previous End Date:	2/25/2025	New End Date:	8/14/2026
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		LOGOS LLC VC0000266475 20 PARK ST, PO BOX 801, BETHEL, ME 04217		
Brief Description of Goods/Services/Grant:		EUT Schools' Reading/Writing Curriculum Support & Training with Admin & Staff of CCS, ECS, KES schools for AY25-26.		

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 checked="" 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.	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. This amendment will extend the current contract for academic year 2026.
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?
<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

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):			
Typed Name:	Daniel A. Chuhta, DOE Deputy Commissioner	Date:	4/17/2025
Signature of DAFS Procurement Official:	 41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	5/5/2025

Certificate Of Completion

Envelope Id: D14B1329-03F1-4C67-804C-696B23527DC2

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

Document Pages: 5

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

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4/17/2025 10:40:21 AM

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)

Signature Adoption: Drawn on Device

Using IP Address: 198.182.163.113

Sent: 4/17/2025 10:40:22 AM

Viewed: 4/17/2025 10:40:30 AM

Signed: 4/17/2025 10:41:16 AM

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

4/17/2025 10:40:22 AM

Certified Delivered

Security Checked

4/17/2025 10:40:30 AM

Signing Complete

Security Checked

4/17/2025 10:41:16 AM

Completed

Security Checked

4/17/2025 10:41:16 AM

Payment Events

Status

Timestamps