



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

## PROCUREMENT JUSTIFICATION FORM (PJF)

### PART I: OVERVIEW

Department Office/Division/Program:	Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:	Stacey Bean		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 7,000.00	Advantage CT / RQS #:	20240108*1911
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2024	Effective Date:
	Previous End Date:	6/30/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Connor Archer Stillwater, Maine 04489		
Brief Description of Goods/Services/Grant:	Executive Student Transition committee.		

### 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

### 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.

**PART III: SUPPLEMENTAL INFORMATION**

The co-chairs will assist Maine DOE Transition Specialist, Titus O'Rourke with the following: verbal and/or written feedback along with recommendations for animation work; state transition framework/components; the transition hub blueprint and other areas of work agreed upon.

\*This amendment is to add additional time and funding for the work to continue until end of December 2025. \*

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

The vendor was chosen given his experience as a self-advocate providing services for individuals with disabilities including school, employment and community programming in the State of Maine and his personal experiences and professional work in transition. These experiences are necessary to lead the youth in the Executive Student Transition EST committee. He is currently serving in this role and is continuing this work until December 2025 under this amendment.

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

Providers rates are comparable to others who contract for education related services. The funding source was determined after referencing years of services being charged at comparable rates.

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

Any future need for transition work across the state will be discussed and then processed in accordance with State of Maine procurement policies and procedures.

**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.

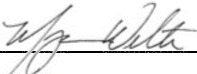

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*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:	Megan Welter	Date:	5/9/2025
Signature of DAFS Procurement Official:	<div> DocuSigned by:    41C2BA36FAF44CD... </div>		
Typed Name:	Kathy Paquette	Date:	5/19/2025

## Certificate Of Completion

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Megan Welter

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megan.welter@maine.gov

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### Signature

### Timestamp

Megan Welter

megan.welter@maine.gov

Associate Commissioner of Public Education

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### Timestamp

## Agent Delivery Events

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### 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

5/9/2025 8:10:43 AM

Certified Delivered

Security Checked

5/9/2025 8:11:06 AM

Signing Complete

Security Checked

5/9/2025 8:13:03 AM

Completed

Security Checked

5/9/2025 8:13:03 AM

## Payment Events

### Status

### Timestamps

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