



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/Education in the Unorganized Territory	
Department Contract Administrator or Grant Coordinator:		Gary Lewis	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05C	Advantage CT / RQS #:	20260421*2182
Amount: (Contract/Amendment/Grant)		\$ 18,476.00	
CONTRACT	Proposed/Original Start Date:	3/23/2026	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		RideSource Norway, ME	
Brief Description of Goods/Services/Grant:		Provide transportation for special education student	

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 checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education 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.

The EUT needs to provide transportation to Margaret Murphy Center for a special education (SPED) student residing in Albany TWP. SPED students are required to be provided transportation per their individual education plan (IEP) as stated in Maine Unified Special Education Regulation Birth to Age Twenty-Two (MUSER) law.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The EUT became aware in March of the need to secure transportation services to ensure continuity of services for special education students. These services are required to support the EUT's statutory obligations under the Individuals with Disabilities Education Act (IDEA), including the provision of a Free Appropriate Public Education (FAPE) and implementation of each student's Individualized Education Program (IEP).

Given the time-sensitive nature of the need and the requirement to avoid any disruption in mandated services, the EUT determined that an expedited procurement was necessary to ensure services were in place without delay.

RideSource is uniquely positioned to perform these services due to its demonstrated experience transporting students with disabilities, including those requiring specialized supports, and its current role as the regular education transportation provider in the service area. As an existing provider with operational capacity in the region, the Provider is able to immediately integrate these special education transportation needs without interruption to student services. There is no other known Provider in the area that is able to provide these services.

For these reasons, and to ensure continuity of transportation services essential to compliance with FAPE requirements, the EUT engaged the Provider to provide the required services.

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

Rates are consistent with other providers based upon vehicle operating expenses as well as the number of SPED kids to be provided transportation. Funding is provided through EUT Education General Fund Dollars. Under a similar contract (2025*0938), EUT is charged \$4 mile while this one is \$3.70.

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

The need for the services under this contract were emergent and required immediate action to ensure continuity of required services and therefore did not lend itself to a full competitive procurement process without risking disruption of services. Based on EUT's current market knowledge and outreach efforts, the selected Provider is the only known qualified vendor in the service area capable of meeting the required scope and timing of services.

The EUT maintains ongoing efforts to identify and engage qualified providers within the service area, including periodic outreach and monitoring. In the event that additional qualified vendors are identified, the EUT will review its procurement strategy and, where feasible and consistent with applicable procurement requirements, initiate a competitive procurement process.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Pender Makin</i>		
Typed Name:	Pender Makin	Date:	4/27/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):	<i>Pender Makin</i>		
Typed Name:	Pender Makin	Date:	4/27/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  Kathy Blais <small>41C2BA36FAF44CD...</small>		
Typed Name:	kathy blais	Date:	5/21/2026

Certificate Of Completion

Envelope Id: 933FC639-18A0-819A-810E-4702A6F8FA05	Status: Completed
Subject: Complete with Docusign: Ridesource MMC PJF.docx	
Source Envelope:	
Document Pages: 4	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Pender Makin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Pender.Makin@maine.gov
	IP Address: 20.236.201.102

Record Tracking

Status: Original	Holder: Pender Makin	Location: DocuSign
4/27/2026 1:23:52 PM	Pender.Makin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events

Pender Makin
Pender.Makin@maine.gov
Commissioner
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication (Optional)

Signature

Pender Makin

Signature Adoption: Pre-selected Style
Using IP Address: 67.240.115.97

Timestamp

Sent: 4/27/2026 1:23:53 PM
Viewed: 4/27/2026 1:23:57 PM
Signed: 4/27/2026 1:24:37 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	4/27/2026 1:23:53 PM
Certified Delivered	Security Checked	4/27/2026 1:23:57 PM
Signing Complete	Security Checked	4/27/2026 1:24:37 PM
Completed	Security Checked	4/27/2026 1:24:37 PM

Payment Events

Status

Timestamps