

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		Department of Education – Special Services		
Department Contract Administrator or Grant Coordinator:		Stacey Bean		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$10,625.00	Advantage CT / RQS #:	20210622*3763	
CONTRACT	Proposed Start Date:	<b>07/01/2021</b>	Proposed End Date:	09/30/2021
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:		Karen Robbie 11 Garrison Oaks Drive Kennebunk, Maine 04043		
Brief Description of Goods/Services/Grant:		Positive Behavior Intervention and Support training and Professional Development within a new PBIS cohort.		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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## PART III: SUPPLEMENTAL INFORMATION

PBIS is a research and evidence based multi-tiered system of support framework that benefits students, educators and school communities. The Maine Department of Education is scaling up this work across the state and to do this, additional support is necessary. Ms. Robbie will assist with content development, training and coaching that will aid in this goal.

### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Karen Robbie has served as the co-lead for the FEDES grant funded PBIS cohort for the past three years. She has considerable knowledge and expertise about coordinating, training and coaching a PBIS cohort.


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

The rates are comparable to others who contract for education related services and the funding was allocated to the grantee since she has the necessary expertise with a focus on Maine schools.

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

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

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel A. Chuhta	<b>Date:</b>	6/25/2021
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i> <small>066BBD96EE5347E...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	6/28/2021


### Certificate Of Completion

Envelope Id: F43160809626498890043CDC161CBDCC	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

### Record Tracking

Status: Original 6/25/2021 9:44:46 AM	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

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Sent: 6/25/2021 9:44:47 AM Viewed: 6/25/2021 9:47:15 AM Signed: 6/25/2021 9:48:04 AM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**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	6/25/2021 9:44:47 AM
Certified Delivered	Security Checked	6/25/2021 9:47:15 AM
Signing Complete	Security Checked	6/25/2021 9:48:04 AM
Completed	Security Checked	6/25/2021 9:48:04 AM

### Payment Events

Status

Timestamps