



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education/MLTI 2.0	
Department Contract Administrator or Grant Coordinator:		Beth Lambert	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,756.60	Advantage CT / RQS #:	20220516*1349
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Dell Marketing, L.P Round Rock, TX	
Brief Description of Goods/Services/Grant:		Purchasing 10 Dell Chromebook's and 10 Dell Latitudes for the MLTI ambassadors.	

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

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 MLTI team has 5 distinguished educator contracts, and we are working on adding an additional 5 distinguished educators for school year 2022-2023. These 10 distinguished educators will be going into schools across Maine providing instructional coaching and professional learning experiences to participating MLTI schools.

In June of 2021, the MLTI team put out a device RFP and contracted with 4 providers (Dell, Apple, CTL, and WCA) to provide a menu of devices our MLTI schools can choose from. Schools all over the State can choose from any of the 4 vendors/6 devices on our menu.

The MLTI ambassadors will be traveling to MLTI schools providing instructional coaching and professional learning experiences. For our districts to receive proficient coaching and professional learning experiences, the MLTI ambassadors need to have the same device as the district.

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

We have a contract with Dell Marketing, L.P as they responded to RFP 202012178 - Maine Learning Technology Initiative Device Purchase Program. MLTI districts can purchase Dell Latitude's and Chromebook's off our device menu. The ambassador's will be providing instructional coaching and professional development and will need the same device as the school. We are purchasing these devices off our MLTI device menu.

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

The cost of the device was negotiated at the time the contract was created. The contract pricing is set at \$646.00 per Latitude and \$329.66 per Chromebook.

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

The MLTI team will continue to contract with providers for our districts to have choice with the devices their students and staff have. The MLTI team will put out another RFP once our contracts have ended.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

**Procurement Justification Form (PJF)**

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	6/7/2022
Signature of DAFS Procurement Official:	 <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	6/8/2022


**Certificate Of Completion**

Envelope Id: 08E11CE774374E0DB6DBF00E026CFCC0	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 6/7/2022 9:52:04 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: 6/7/2022 9:52:05 AM Viewed: 6/7/2022 9:52:15 AM Signed: 6/7/2022 9:52:54 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Signed by link sent to Daniel.Chuhta@maine.gov 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	6/7/2022 9:52:05 AM
Certified Delivered	Security Checked	6/7/2022 9:52:15 AM
Signing Complete	Security Checked	6/7/2022 9:52:54 AM
Completed	Security Checked	6/7/2022 9:52:54 AM

**Payment Events****Status****Timestamps**