



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.

PART I: OVERVIEW			
Department Office/Division/Program:		DOE-Education In The Unorganized Territories (EUT)	
Department Contract Administrator or Grant Coordinator:		Cathy Severance	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$17,000.00	Advantage CT / RQS #:	CT05C20180710*72
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	08/15/2018	Effective Date:
	Previous End Date:	8/14/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Stacie A Murphy – d/b/a SJV Recovery & Behavioral Health PO Box 602, Madawaska, ME 04756 VC#0000188798	
Brief Description of Goods/Services/Grant:		AMD to increase funding for Behavior & Counseling Services required at the EUT operated Connor Consolidated School for students identified as Special Education as directed by each student's IEP for the remainder of AY22-23.	

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

Behavior & Counseling Services for Connor CS students identified as special education as directed by each student's IEP.

The Connor Consolidated School is located in the Unorganized Territories and the State of Maine does not provide staff in the school to provide the necessary consultation, evaluation, or counseling services as required per each student's IEP. An Amendment to increase the funding for the services for the remainder of the school year due to an unanticipated increase in the number of student's requiring the service.

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

Student's residing in the unorganized territories will be provided special education services as identified in each student's Individual Education Plan (IEP). Students are identified using mandated criteria set forth per Federal IDEA & Maine State Regulations. Every school is required by federal statute to provide a Free Appropriate Public Education (FAPE) for all students regardless of disability. The EUT, as a State of Maine division, does not have certified licensed behavior & psychological counseling professionals on staff to provide the required services. The EUT reaches out to and is **willing to contract with any willing and qualified, certified licensed provider to perform the necessary services.**

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

SJV is fully licensed and able to provide the necessary services as needed and upon request. In addition, the fees charged by SJV are consistent with other service providers who were willing in the past to provide these services. The cost of travel for SJV is less costly because of the location of the office in Madawaska and the school that is being served.

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

The EUT has several times begun the State of Maine process of submitting an RFP in order to advertise/request services from providers. During multiple RFP review processes, it was determined that due of the nature of the rural areas requiring services, limited responses to past competitive bids for these services in these areas and the fact that the UT was willing to accept any willing, certified licensed provider, a competitive process would not be required at this time." The UT continually inquires, coordinates and collaborates with local area school districts in order to gain information in order to acquire additional willing providers who are qualified and/or already providing services in other local districts.

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

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	5/31/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	066BBD96EE5347F... Michelle Fournier	Date:	6/8/2023

Certificate Of Completion

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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 162.248.186.11
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Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 5/31/2023 10:34:06 AM Viewed: 5/31/2023 10:34:35 AM Signed: 5/31/2023 10:35:01 AM Freeform Signing
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Envelope Sent	Hashed/Encrypted	5/31/2023 10:34:06 AM
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