



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, Federal Programs | |
| Department Contract Administrator or Grant Coordinator: | | Shelly ChasseJohndro | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | \$ 195,727.50 | Advantage CT / RQS #: | 20230607*1524 |
| CONTRACT | Proposed Start Date: | 6/1/2023 | Proposed End Date: 9/30/2023 |
| 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: | | Apple, Inc. Tara Maker Cupertino, CA | |
| Brief Description of Goods/Services/Grant: | | IPads and related accessories | |

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 |

Procurement Justification Form (PJF)

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.

Under the Emergency Assistance to Non-Public Schools II (EANS II) program, which is part of the Governor's Emergency Education Relief (GEER) Fund, the Department is to provide support for private and independent schools who experienced hardships due to the COVID-19 pandemic. Under EANS II, services or assistance provided through the program cannot be processed through reimbursement, but instead the Department must procure and gain title for which it provides to the nonpublic schools while following the State's procurement policies.

As part of this work, MCI requested technology (iPads) to enhance safe interactions, remote learning and business applications between students, faculty and staff. Educational technology is allowed under EANS II. This RQS is to provide the requested technology to MCI. The technology requested is:

- 450 10.2-inch iPad Wi-Fi 64 GB. Apple Part Number MK2Y3LL/A.
- 450 2-year Apple Care Plus for Schools, JAMF Pro Custom 2-year subscription,
- 450 Logitech Rugged Combo 3-Touch cases

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

The Department reached out to Apple for a quote for these products and also contacted, GovConnect, who holds a master agreement with the state. Apple, Inc. provided the lowest quote for the goods and services. The timeline to obtain the devices and accessories is critical to student learning but also bound by statutory requirements and grant performance periods. All EANS II funding is required to be obligated within six months of approval, which was September 2022, or as quickly as possible.

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

The quoted price is for allowable purchases identified by statute, are within the allocated budget, and have been determined to be necessary for student learning. Each complete unit is valued at \$434.95.

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

At this time, this is a one-time need for these products. Should the need arise again, we will consider all potential options to purchase the items in compliance with state laws and rules.

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

Does this request utilize ARPA/MJRP funds?

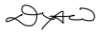
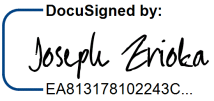
Procurement Justification Form (PJF)

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 Chuhta | Date: | 6/2/2023 |
| Signature of DAFS Procurement Official: |  | | |
| Typed Name: | Joseph Zrioka Director of IT Procurement | Date: | 6/15/2023 |

Certificate Of Completion

Envelope Id: FED36E6F6CD043048C1A4C73B2A47BD7

Status: Completed

Subject: Please DocuSign This Document

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Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelope Stamping: Disabled

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6/2/2023 10:35:15 AM

Daniel.Chuhta@maine.gov

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)

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Signed: 6/2/2023 10:36:41 AM

Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Signature Adoption: Uploaded Signature Image

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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 |
|---------------------------|---------------|------------------|
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| Witness Events | Signature | Timestamp |
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| Notary Events | Signature | Timestamp |
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| Envelope Summary Events | Status | Timestamps |
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| Envelope Sent | Hashed/Encrypted | 6/2/2023 10:35:16 AM |
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