



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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/Maine School Safety Center/Transportation		
Department Contract Administrator or Grant Coordinator:	Cheryl Brackett		
(If applicable) Department Reference #:	n/a		
Amount: (Contract/Amendment/Grant)	\$35,000.00	Advantage CT #:	05A 2024041200000002835
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>7/1/2024</b>	Effective Date:
	Previous End Date:	<b>6/30/2025</b>	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Maine Association of Pupil Transportation, Farmington ME		
Brief Description of Goods/Services/Grant:	The purpose of this Contract is to provide a Maine Regional & Annual School Transportation Safety Conferences per 29-A M.R.S. § 2303 and Code of Maine Regulations (05-071 CMR Chapter 81 (4)) School Transportation Safety.		

### 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 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
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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 purpose of this Contract is to provide a Maine Regional School Transportation Safety Conference per 29-A M.R.S. § 2303 and Code of Maine Regulations (05-071 CMR Chapter 81 (4)) School Transportation Safety. The Provider shall deliver school transportation conferences, focused on school bus driver and student safety, that supports the minimum training requirements for transportation employee in-service safety practices. All conferences shall be in-person.

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

The conference that the association provides is taught by transportation directors from throughout the state. They do not get paid for the sessions. The contract provides the association funds to travel to six different regions of the state during April vacation and in June to the northern and down eastern parts of the state. Sessions are thoughtfully planned to share knowledge of safety related to our precious cargo. Skills are taught and a bus road-e-o is conducted at each regional conference. The winner in each region then goes on to compete at the state level during the annual conference at the Augusta Civic Center in July. The winner of the state represents Maine at the national conference.

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

The Provider plans, organizes, markets, and delivers Maine Regional School Transportation Safety Conference FY25 that is available to all school administrative units (SAUs), at NO cost to SAUs. The conferences are in-person during the month of April & June 2025. Lunch is provided at the Regionals. There is also an annual in-person conference in July 2024 that lasts for 4 days. Training materials, trophies, cost of travel and hotels for the trainers are also included as part of this contract.

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

Our plan is to continue to partner with MAPT to support the bus drivers of our state by providing them with quality training at the regional and annual state conferences, the Maine School Safety and Transportation Conference, and through the DOE Summit.

### 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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


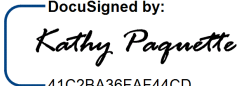
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Danial A. Chuhta Deputy Commissioner	Date:	6/12/2025
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/20/2025

### Certificate Of Completion

Envelope Id: A334956E-8785-4E52-B0B5-83A90813AC6F

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 64.207.219.8

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

### Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

6/12/2025 9:49:06 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

Sent: 6/12/2025 9:49:06 AM

Daniel.Chuhta@maine.gov

Viewed: 6/12/2025 9:49:22 AM

Deputy Commissioner

Signed: 6/12/2025 9:49:56 AM

Maine Department of Education

Freeform Signing

Security Level: Email, Account Authentication (None)

Signature Adoption: Drawn on Device

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

6/12/2025 9:49:06 AM

Certified Delivered

Security Checked

6/12/2025 9:49:22 AM

Signing Complete

Security Checked

6/12/2025 9:49:56 AM

Completed

Security Checked

6/12/2025 9:49:56 AM

### Payment Events

### Status

### Timestamps