



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		Department of Corrections/Long Creek Youth Development Center/A.R. Gould School	
Department Contract Administrator or Grant Coordinator:		Sonja Charest	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 7,094.67	Advantage <u>CT</u> / RQS #: 03F 20231221*1766
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/3/2024	Effective Date: 5/1/2025
	Previous End Date:	4/30/2025	New End Date: 9/30/2025
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Erin Chase Special Education Consulting Portland ME	
Brief Description of Goods/Services/Grant:		Special Education Consulting at A.R. Gould	

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

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.

A special education director (033 certificate) is required by the State of Maine for any accredited high school. This means we must have someone contracted to work with our school for a minimum of 5 hours per month. This role will also provide much needed supervision and structure in our special education program, which is a critical program in the AR Gould School. The provider's work continues to be essential to the functions of the AR Gould School, our increased acuity in our student population has resulted in a greater need for services and targeted support persons for students. Due to this acuity, an emergency procurement is being sought.

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

The Provider (Erin Chase) has worked with both special purpose private schools and public schools across Maine. This provides her a unique knowledge of how different levels of education systems work in this state. Our students often interact with the special purpose private schools Erin consults with, meaning she has significant knowledge of our student population and their needs. This is something that is unique to people who work with alternative school programming.

Erin also has experience working with out-of-state placement students through her relationships with special purpose privates. This is another unique population we interact with frequently and her knowledge of their needs has proven to be essential in this role. Erin's traditional public-school experience is critical because AR Gould is, by definition, a public school and therefore must follow public school rules. Erin's knowledge of special education law and how it interacts with public schools will be important in this role.

Erin's connection with other providers around the state will also allow us to subcontract for testing, student supports, and other roles that will need to be filled. Her wealth of connections and relationships will make acquiring new contract staff simpler and more effective. Finally, Erin has acted in a consultant capacity at Long Creek and therefore has hands on, practical knowledge of our student body. Her combination of knowledge, experience, and hands on work make her uniquely qualified to provide these services.

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

This Provider's rate is comparable to the rates of similar contactors across the State of Maine which DOC has contracted with. The bulk of the contract funds will be allocated to an hourly rate, but a small portion will be allocated to resources, subcontractors and materials – including recommended curriculum or tools to utilize with students. The state deems these costs to be fair and reasonable.

PART III: SUPPLEMENTAL INFORMATION

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

There will continue to be an ongoing need for these services. The Department is in the process of hiring a full-time Special Education Director, and following the hiring of this person the need for the services under contract will not be required. If that position is not filled, then an RFP will be issued to meet the state requirements for special education services following the completion of the ongoing evaluations and overdue evaluations for the current school year.

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:	Christine Thibeault, Associate Commissioner	Date:	6/5/2025
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	6/20/2025