



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:		Maine Department of Education/Office of Teaching and Learning/Early Learning Team		
Department Contract Administrator or Grant Coordinator:		Renee Reilly, Preschool Development Grant Manager		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ Various (see list below)	Advantage CT / RQS #:	Multiple
CONTRACT	Proposed Start Date:	8/1/2025	Proposed End Date:	12/30/2025
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:		Multiple Vendors (see list below)		
Brief Description of Goods/Services/Grant:		Provide on-line training for Kindergarten Entry Inventory (KEI) assessment tools and preparation and delivery of KEI assessment materials for Maine educators to pilot during the fall of the 2025-26 school year.		

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
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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.

Maine’s Department of Health and Human Services, in partnership with Maine’s Department of Education, was awarded a Preschool Development B-5 Renewal Grant (PDG) in December 2022. An approved project in Maine’s PDG is the development and pilot of a Kindergarten Entry Inventory (KEI) tool that documents students’ development across multiple domains of learning. This contract would secure professional development for two KEI assessment tools and the preparation and delivery of the KEI tool materials which can be piloted by the KEI implementation team teachers. The professional learning will allow KEI Implementation team teachers to learn tool administration in order to administer the KEI in their Kindergarten classrooms during the fall of 2025. Information gathered from the fall pilot will be shared with the KEI Advisory team to enable generation of recommendations for a statewide KEI, including criteria for an RFP. The purpose of this contract is to support the Kindergarten Entry Inventory project that is part of the Preschool Development Grant.

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

The KEI Advisory team, including contracted consultants from WestEd, reviewed data and feedback from all 50 states on the use of a KEI or Kindergarten Entry Assessment (KEA) at the start of the kindergarten school year to gather student data on the 5 domains of development. Of the states that use a KEI/KEA assessment tool, some states created their own assessment tool, and other states use tools available for purchase. Of the KEI/KEA assessment tools available to purchase, the KEI Advisory team selected 3 tools (KRA, Teaching Strategies Gold, and DRDP) to for members of the KEI implementation team to test during the 2024-2025 school year based on the following criteria:

- Assess the 5 domains of child development most commonly associated with school readiness;
- Include observation and/or direct assessment methods
- Provide training in tool administration that includes inter-rater reliability checks
- Provide reporting tools, and
- Accommodate for children with identified needs and/or who are multi-lingual learners.

After piloting each KEI/KEA assessment tool, the kindergarten teachers rated and provided feedback on the following:

- Focused on the whole child and assessed all 5 developmental domains,
- Provided accurate student data to inform instructional decisions,
- Sufficiency of professional learning provided to implement the KEI tool,
- Manageability of the use of the KEI tool,
- Time required to implement each KEI tool,
- Evidence of the skills assessed,
- Value of domain items assessed to the beginning of the kindergarten year,

**PART III: SUPPLEMENTAL INFORMATION**

- Accuracy of the individual student assessment data provided to families and educators, and
- Alignment of assessment to implementation within classroom routines.

Based on feedback provided through the survey of implementation team teachers, the KEI Advisory team has recommended a design for a Fall 2025 pilot with 125 teachers. The KEI Advisory selected two of the 3 tools tested during the 2024-25 school year. The two tools selected met the criteria for a KEI outlined previously by the KEI Advisory and include both observation and direct assessment components, a condition specifically identified by the KEI Advisory for the Fall 2025 pilot.

One of the KEI/KEA tools to be piloted during the 2025-26 school year is the KRA tool, which was designed by John Hopkins University, School of Education. The John Hopkins KRA is the sole property of John Hopkins University and not available through other vendors.

The second KEI/KEA tool to be piloted during the 2025-26 school year is Teaching Strategies Gold, which is the sole property of Teaching Strategies, LLC and not available through other vendors.

The DRDP tool piloted during the 2024-25 school year is an observation tool and does not have a direct assessment component, so it was not chosen by the KEI Advisory team to pilot during the 2025-26 school year.

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

The rate to secure these vendors is considered reasonable based on the rates the vendors were paid to implement the smaller KEI pilot as part of the PDG KEI project during 2024-25. During the smaller pilot of 30 teachers, John Hopkins University KRA was paid \$12,231 and Teacher Strategies, LLC was paid \$11,418.

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

The data gathered from the larger KEI pilot during the 2025-26 school year will be used to inform recommendations related to KEI criteria for Maine and future state legislation. Based on those recommendations, the Maine DOE would hold an RFP to gather proposals for a KEI tool to be used in Maine SAUs.

**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.

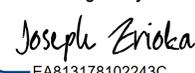
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:	Daniel A. Chuhta, Deputy Commissioner	Date:	6/23/2025
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/25/2025

Vendor Name	Vendor Code	Estimated Amount
John Hopkins University	VC1000045038	\$30,000
Teaching Strategies, LLC	VS0000013519	\$40,000

**Certificate Of Completion**

Envelope Id: 727C6229-A2CA-4350-A450-E120A223089B  
 Subject: Please Docusign This Document  
 Source Envelope:  
 Document Pages: 4  
 Certificate Pages: 1  
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Status: Completed  
 Envelope Originator:  
 Daniel A. Chuhta  
 Daniel.Chuhta@maine.gov  
 IP Address: 64.207.219.135

**Record Tracking**

Status: Original 6/23/2025 2:25:03 PM	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**

Daniel A. Chuhta  
 Daniel.Chuhta@maine.gov  
 Deputy Commissioner  
 Maine Department of Education  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Drawn on Device  
 Using IP Address: 24.169.65.78

**Timestamp**

Sent: 6/23/2025 2:25:04 PM  
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 Freeform Signing

**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**

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Certified Delivered	Security Checked	6/23/2025 2:25:15 PM
Signing Complete	Security Checked	6/23/2025 2:26:01 PM
Completed	Security Checked	6/23/2025 2:26:01 PM

**Payment Events**

**Status**

**Timestamps**

### Certificate Of Completion

Envelope Id: 49CB8475-43CF-4B4D-BB64-92A012C998AB Status: Completed  
 Subject: Complete with Docusign: ITP-255208 KEI 2025 Pilot Procurement Justification Form (PJF).docx\_sig...  
 Source Envelope:  
 Document Pages: 5 Signatures: 1 Envelope Originator:  
 Certificate Pages: 5 Initials: 0 Joseph Zrioka  
 AutoNav: Enabled joseph.a.zrioka@maine.gov  
 Envelopeld Stamping: Enabled IP Address: 64.135.139.171  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

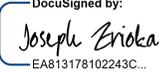
### Record Tracking

Status: Original Holder: Joseph Zrioka Location: DocuSign  
           6/25/2025 8:43:26 AM joseph.a.zrioka@maine.gov  
 Security Appliance Status: Connected Pool: StateLocal  
 Storage Appliance Status: Connected Pool: State of Maine - Office of Information Technology Location: Docusign

### Signer Events

Joseph Zrioka  
 joseph.a.zrioka@maine.gov  
 Director of IT Procurement  
 State of Maine - Office of Information Technology  
 Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 64.135.139.171

### Timestamp

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 Signed: 6/25/2025 8:47:11 AM

**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

Nancy Tan  
 nancy.tan@maine.gov  
 Deputy Director of IT Procurement  
 DAFS Procurement Services  
 Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
 Accepted: 12/17/2020 2:42:29 PM  
 ID: d76e019d-41f6-4433-a7cc-f299bfc60565

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Jennifer Tarr  
 Jennifer.L.Tarr@maine.gov  
 DOE Procurement Director  
 Carahsoft OBO Maine Department of Education  
 Security Level: Email, Account Authentication (None)

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Carbon Copy Events	Status	Timestamp
<p>Accepted: 5/20/2021 2:29:25 PM ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3</p> <p>Katherine Warren Katherine.Warren@maine.gov Education Data Manager- MDOE Maine Department of Education Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Accepted: 12/9/2022 3:33:50 PM ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"><b>COPIED</b></div>	<p>Sent: 6/25/2025 8:47:13 AM</p>
<p>Olivia Schafer Olivia.Schafer@maine.gov Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"><b>COPIED</b></div>	<p>Sent: 6/25/2025 8:47:14 AM Viewed: 6/25/2025 8:48:21 AM</p>
<p>IT Procurement Team email ITProcurement@maine.gov Security Level: Email, Account Authentication (None)</p> <p><b>Electronic Record and Signature Disclosure:</b> Not Offered via DocuSign</p>	<div style="border: 2px solid blue; padding: 5px; width: fit-content; margin: 0 auto;"><b>COPIED</b></div>	<p>Sent: 6/25/2025 8:47:14 AM</p>
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/25/2025 8:46:52 AM
Certified Delivered	Security Checked	6/25/2025 8:47:03 AM
Signing Complete	Security Checked	6/25/2025 8:47:11 AM
Completed	Security Checked	6/25/2025 8:47:14 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Maine Office of Information Technology:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov)

**To advise Carahsoft OBO Maine Office of Information Technology of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.