



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 \$10,000 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:		Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:		Barbara McGowan		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	05A	Advantage CT / RQS #:	20241023000000000008	
Amount: (Contract/Amendment/Grant)		\$100,000.00		
CONTRACT	Proposed/Original Start Date:	11/6/2024	Proposed/Most Recent End Date:	11/25/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Multiple Vendors		
Brief Description of Goods/Services/Grant:		Due process mediations, hearing presiders, back-up complaint investigators, and IEP Facilitators		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☐	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☒	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

The purpose of this willing and qualified PJF is to provide mediators, hearing officers, complaint investigators, and IEP facilitators that are needed to cover due process proceedings in disputes concerning the free and appropriate public education for students with disabilities.

Under federal law, the Individuals with Disabilities Education Act (IDEA)(20 U.S.C.1412), and state regulations, the Maine Unified Special Education Regulations (MUSER)(20-A MRSA Chapters 301, 303, and 304) the Department must provide mediation, formal State-level complaint, and due process hearing procedures to resolve disputes related to students who are or may be eligible under IDEA. Under this PJF, the Department will establish a list of willing and qualified providers to provide these services.

MEDIATORS

Mediation is a voluntary dispute resolution option when filing a Due Process Hearing request or a State Complaint Investigation request. A neutral person assists the parties in communicating and exploring possible options for resolving a conflict. The goal of special education mediation is to help the parties reach their own mutually acceptable resolution of the disputed issues related to a student's special education services. Stand-alone mediation is available without filing for a Due Process Hearing or a State Complaint Investigation.

Mediators are appointed by the Commissioner of Education. This appointment establishes the mediator as an agent of the Commissioner and permits the mediator to have access to the student's educational records. A qualified and impartial mediator is trained in effective mediation techniques and is knowledgeable in special education laws and regulations. The mediator is an independent contractor hired by the Department and must not have a personal or professional conflict of interest. The mediator is a neutral party working to assist the parent and the school to resolve a special education dispute. The mediator is not the decisionmaker. In fulfilling this role, the mediator will approach the session free of bias, treating both sides with respect. The mediator will facilitate problem solving by the parties. If disagreements arise, the mediator will ensure that the right to respectfully disagree is protected while maintaining a civil and open dialogue.

HEARING OFFICERS

A Due Process hearing is a process involving a Hearing Officer who conducts a hearing, much like a formal court proceeding. The parties may present evidence, give testimony, and cross-examine witnesses. The Hearing Officer considers the information and testimony offered by each side and issues a written decision.

COMPLAINT INVESTIGATORS

A Complaint Investigation is a written complaint requesting an investigation of any alleged violations of the IDEA/MUSER requirements that can be filed by any individual or organization. A State Complaint Officer will conduct an informal investigation, consider the information and interviews of the parties involved, and issue a written decision within 60 calendar days.

IEP FACILITATORS

IEP facilitation is an optional early dispute resolution process using a neutral third party (facilitator) to promote effective communication and assist the IEP team in developing a mutually acceptable IEP. The process is voluntary; both the parent and the school district must agree to participate in

PART III: SUPPLEMENTAL INFORMATION

the facilitated IEP The Department is responsible for appointing a facilitator for this process. The facilitator is not an employee of the Department. The facilitator is an independent contractor hired by the Department and must not have a personal or professional conflict of interest. The facilitator is a neutral party working to assist the IEP team in developing an IEP. The facilitator is not the decision-maker. In fulfilling this role, the facilitator will approach the meeting free of bias, treating both sides with respect. The facilitator will facilitate problem solving by the team. If disagreements arise, the facilitator will ensure that the right to respectfully disagree is protected while maintaining a civil and open dialogue.

- Add \$100,000.00 to Complaint Investigators

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Independent Hearing Officers must meet the following minimum requirements:

1. Have a master's degree in education, special education or be licensed to practice law.
2. Not be a person who is an employee of the Department, school administrative unit (SAU) or public agency that is involved in the education or care of the child, or a person having a personal or professional interest that would conflict with his or her objectivity in a hearing.
3. Provide evidence of the knowledge of and the ability to understand the provisions of the IDEA, federal and state regulations pertaining to the IDEA, and legal interpretations of the IDEA by federal and state courts.
4. Provide evidence of the knowledge and ability to conduct hearings in accordance with appropriate standard legal practice.
5. Provide evidence of the knowledge and ability to render and write decisions in accordance with appropriate standard legal practice.
6. This can be demonstrated by providing the following:
 - a. A resume with at least three references (please provide contact information)
 - b. Transcripts
 - c. A writing sample of a redacted decision, or other legal documents written in accordance with appropriate standard legal practice.
 - d. Other supporting documents as evidence of qualifications

Complaint Investigators must meet the following minimum requirements:

PART III: SUPPLEMENTAL INFORMATION

1. Have a master's degree in education, special education or be licensed to practice law in the State of Maine.
2. May not be a person who is an employee of a public agency that is involved in the education or care of children, or a person having a personal or professional interest that would conflict with his or her objectivity in an investigation.
3. Be able to work with a variety of individuals, understanding and respecting individual differences, particularly those related to cultural and demographic characteristics.
4. Provide evidence of the knowledge of, and the ability to understand the provisions of the IDEA, federal and state regulations pertaining to the IDEA, and legal interpretations of the IDEA by federal and state courts.
5. Provide evidence of the knowledge and ability to conduct investigations in accordance with appropriate investigative practices.
6. Provide evidence of the knowledge and ability to render and write reports in accordance with appropriate standard special education investigative practices.
7. Must have a minimum of 3 years related experience.
8. This can be demonstrated by providing the following:
 - a. A resume with at least three references (please provide contact information)
 - b. Transcripts
 - c. A writing sample of a redacted investigation or other document that provides evidence of writing ability.
 - d. Other supporting documents as evidence of qualifications

IEP Facilitators must meet the following minimum requirements:

1. Have a minimum of a B.A. or B.S. from an accredited institution.
2. Have knowledge or experience with the special education process.
3. Have the ability to work with a variety of individuals, understanding and respecting individual differences, particularly those related to cultural and demographic characteristics.
4. Maintain confidentiality of information provided to them regarding special education meetings they facilitate.
5. Be able to use email to communicate with the Department and other related parties.

PART III: SUPPLEMENTAL INFORMATION

6. Not be a person who is an employee of the Department of Education, or a public agency that is involved in the education or care of children, or a person having a personal or professional interest that would conflict with his or her objectivity.
7. Be available for a 16.5-hour IEP Facilitator training prior to joining the roster of facilitators.
8. Be available during school hours to travel to school public agencies statewide to facilitate or conduct virtual meetings as assigned.
9. This can be demonstrated by providing the following:
 - a. A resume with at least three references (please provide contact information)
 - b. Transcripts
 - c. Other supporting documents as evidence of qualifications

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

MEDIATORS

Rate of \$135 per hour.
Administrative costs are paid at \$55 per hour.

HEARING OFFICERS

Rate of \$200 per hour.
Administrative costs are paid at \$55 per hour.

COMPLAINT INVESTIGATORS

Rate of \$165 per hour.
Administrative costs are paid at \$55 per hour.

FACILITATORS

Rate of \$135 per hour for up to three hours per IEP meeting. Administrative costs are paid at \$55 per hour.

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

The Department plans to continue with the willing and qualified PJF process.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Megan Welter

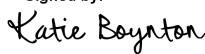
Date:

5/21/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:Signed by:

AE2C1DD1C5434E9...

Typed Name:

Katie Boynton, Systems Analyst

Date:

5/26/2026



Certificate Of Completion

Envelope Id: 90C3C49C-E959-8DF6-8344-2B8BEBFA4D4C		Status: Completed
Subject: Complete with Docusign: CTMV 2026 Procurement Justification Form (PJF)_REV 9.24.docx		
Source Envelope:		
Document Pages: 8	Signatures: 2	Envelope Originator:
Certificate Pages: 4	Initials: 0	Megan Welter
AutoNav: Enabled		megan.welter@maine.gov
Envelopeld Stamping: Disabled		IP Address: 20.236.201.103
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		

Record Tracking

Status: Original	Holder: Megan Welter	Location: DocuSign
5/21/2026 11:34:36 PM	megan.welter@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events	Signature	Timestamp
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Megan Welter		Sent: 5/21/2026 11:34:37 PM
megan.welter@maine.gov		Viewed: 5/21/2026 11:34:43 PM
Associate Commissioner of Public Education		Signed: 5/21/2026 11:39:44 PM
Security Level: Email, Account Authentication (Optional)	Signature Adoption: Uploaded Signature Image	Freeform Signing
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Electronic Record and Signature Disclosure:
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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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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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Department of Education (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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 Department of Education:

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: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education 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 jennifer.l.tarr@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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Department of Education

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 jennifer.l.tarr@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.

To withdraw your consent with Carahsoft OBO Maine Department of Education

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 jennifer.l.tarr@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 Department of Education 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 Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.

Certificate Of Completion

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Document Pages: 10	Signatures: 1	Envelope Originator:
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AutoNav: Enabled		Katherine.L.Boynton@maine.gov
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Record Tracking

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Security Appliance Status: Connected	Pool: StateLocal	

Signer Events

Katie Boynton
Katherine.L.Boynton@maine.gov
Systems Analyst
State of Maine
Security Level: Email, Account Authentication (None)

Signature

Signed by:

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Signature Adoption: Pre-selected Style
Using IP Address: 71.181.101.106

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Viewed: 5/26/2026 1:19:56 PM
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Editor Delivery Events

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Agent Delivery Events

Status

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Intermediary Delivery Events

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Certified Delivery Events

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Carbon Copy Events

Status

Timestamp

IT Procurement
ITProcurement@maine.gov
Security Level: Email, Account Authentication (None)

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Olivia Schafer
Olivia.Schafer@maine.gov
Security Level: Email, Account Authentication (None)

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Jenn 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
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Kathy Warren
Katherine.Warren@maine.gov
Education Data Manager- MDOE
Maine Department of Education
Security Level: Email, Account Authentication
(None)

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Sent: 5/26/2026 1:20:04 PM

Electronic Record and Signature Disclosure:
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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

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 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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Office of Information Technology

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 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.

To withdraw your consent with Carahsoft OBO Maine Office of Information Technology

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 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

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Acknowledging your access and consent to receive and sign documents electronically

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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.