



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 Higher Education & Educator Support Services (OHEESS)	
Department Contract Administrator or Grant Coordinator:		Erin Reinhard, Certification Coordinator & Michael Perry, OHEESS Director	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	20221129000000001456
Amount: (Contract/Amendment/Grant)		\$110,000.00	
CONTRACT	Proposed/Original Start Date:	11/1/2022	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): 6/30/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Hupp Information Technologies, Inc. Springfield, IL	
Brief Description of Goods/Services/Grant:		Educator Credentialing System	

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.

This amendment will extend services that provide the Maine Educator Information System (MEIS) for an additional year. Hupp Informational Technologies continue to provide services for MEIS that enable the Certification Team to process educator applications for certification that yield a teaching or paraprofessional certificate. In addition, the system uploads fingerprint results from an approved third-party vendor to finish the certification process. The system will also process renewal applications of both professional and paraprofessional educators. It keeps the information of those processed.

It is critical to have this under contract as soon as possible to ensure that the system remains available for Maine educators. If at any time the certification software is interrupted Maine's schools will be unable to draw from newly certified educators and newly cleared (through the criminal history records check process, housed in the certification software) staff. This would exacerbate critical shortages in Maine schools across the state, impacting basic school functions from the morning bus route through to the daily instruction of students, school food services needs throughout the day, and staffing for afterschool programs.

The RFP202407142 released in October 2024 resulted in a withdrawn conditional award. The Department is reviewing and doing additional research in order to make modifications to the RFP. This review includes research on budgetary needs. The Department needs to maintain the current system until a new vendor is selected. The maintenance of this system is mission-critical to the Department. Without the continuation of services, there will be a disruption in certification services and a smooth (potential) transition to a new certification system will not be possible.

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.

The vendor was selected through RFP# 201501019 because they were able to customize a certification system that is consistent with the Rules and Statutes of the State and were determined to be the best value.

The Department released an RFP#202407142 in October that resulted in a withdrawn conditional award. The Department will need services to continue until a new RFP is released and the system transition is completed. Overlap during the transition period will allow Certification operations to continue uninterrupted.

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

The rates are consistent with the previous contracts that were based on the RFP. The Hupp Informational Technologies, rates are as follows: \$75,000.00 for yearly licensing fee, \$35,000.00 for hosting fee. Any additional costs will be added to the agreement through an amendment. The vendor will submit invoices on a monthly basis for adjustments to the system.

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

PART III: SUPPLEMENTAL INFORMATION

The Educator Credentialing System RFP #202407142 was released in October for proposal submissions to be received and scored in early 2025. The award under that RFP was withdrawn and the Department is working on a new RFP to be issued in 2027. The Department is working to address the identified gaps in the previous RFP and solidify the budget that will be used for this purchase.

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):

Pender Makin

Typed Name:

Pender Makin, Commissioner of
Education

Date:

5/26/2026

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):

Procurement Justification Form (PJF)

Typed Name:		Date:	
-------------	--	-------	--

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: <i>Lauren Moumouris, Systems Analyst</i> 068D14CB2FB7408...		
Typed Name:	Lauren Moumouris, IT Procurement Systems Analyst	Date:	6/12/2026



Certificate Of Completion

Envelope Id: 4309B16D-31E5-8202-8180-6E854600C0A7	Status: Completed
Subject: Complete with Docusign: ITP-266405 PJF Hupp.docx	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Pender Makin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Pender.Makin@maine.gov
	IP Address: 20.236.201.103

Record Tracking

Status: Original	Holder: Pender Makin	Location: DocuSign
5/26/2026 2:27:21 PM	Pender.Makin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events	Signature	Timestamp
---------------	-----------	-----------

Pender Makin		Sent: 5/26/2026 2:27:22 PM
Pender.Makin@maine.gov		Viewed: 5/26/2026 2:27:26 PM
Commissioner		Signed: 5/26/2026 2:28:02 PM
Carahsoft OBO Maine Department of Education		Freeform Signing
Security Level: Email, Account Authentication (Optional)	Signature Adoption: Pre-selected Style	
	Using IP Address: 67.249.18.213	

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	5/26/2026 2:27:22 PM
Certified Delivered	Security Checked	5/26/2026 2:27:26 PM
Signing Complete	Security Checked	5/26/2026 2:28:02 PM
Completed	Security Checked	5/26/2026 2:28:02 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Certificate Of Completion

Envelope Id: A5026C40-93F3-85E8-82F1-52AE18299620

Status: Completed

Subject: ITP-266564 PJF Hupp

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lauren Moumouris

AutoNav: Enabled

Lauren.J.Moumouris@maine.gov

Envelopeld Stamping: Enabled

IP Address: 163.252.47.50

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

Record Tracking

Status: Original

Holder: Lauren Moumouris

Location: DocuSign

6/12/2026 9:07:53 AM

Lauren.J.Moumouris@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Signature

Timestamp

Nancy Tan, IT Procurement Director

Completed

Sent: 6/12/2026 9:11:22 AM

Nancy.Tan@Maine.gov

Viewed: 6/12/2026 2:01:47 PM

Deputy Director of IT Procurement

Using IP Address: 64.222.220.119

Signed: 6/12/2026 2:01:53 PM

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

Lauren Moumouris, Systems Analyst

Signed by:
Lauren Moumouris, Systems Analyst
068D14CB2FB7408...

Sent: 6/12/2026 2:01:54 PM

Lauren.J.Moumouris@Maine.gov

Viewed: 6/12/2026 6:01:30 PM

Security Level: Email, Account Authentication
(None)

Signed: 6/12/2026 6:01:36 PM

Signature Adoption: Pre-selected Style

Using IP Address: 163.252.47.50

Electronic Record and Signature Disclosure:

Accepted: 5/28/2026 1:02:39 PM

ID: 66325f1f-0bbe-46a0-a966-7c1f6841ca1e

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

Olivia Shafer

COPIED

Sent: 6/12/2026 6:01:37 PM

olivia.schafer@maine.gov

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Not Offered via Docusign

Carbon Copy Events	Status	Timestamp
IT Procurement ITProcurement@maine.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 6/12/2026 6:01:38 PM
Electronic Record and Signature Disclosure: Accepted: 5/18/2026 3:08:43 PM ID: af4a3036-352c-4fe9-bf8d-a99a83bb951d		

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	6/12/2026 9:11:22 AM
Certified Delivered	Security Checked	6/12/2026 6:01:30 PM
Signing Complete	Security Checked	6/12/2026 6:01:36 PM
Completed	Security Checked	6/12/2026 6:01:38 PM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Office of Information Technology (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 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

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.