



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:		Education / Office of School and Student Supports / Migrant Education Program	
Department Contract Administrator or Grant Coordinator:		Sol Rheem, sol.rheem@maine.gov	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	20190520000000003484
Amount: (Contract/Amendment/Grant)		\$39,642.00	
CONTRACT	Proposed/Original Start Date:	6/1/2019	Proposed/Most Recent End Date: 5/31/2026
AMENDMENT	New Effective Date:	6/1/2026	New End Date (if Applicable): 5/31/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Ms/EdD Sherwood, Arkansas	
Brief Description of Goods/Services/Grant:		Data management system for migrant students' recruitment and service provision.	

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.

In accordance with Section 1307 of Title I, Part C of the Every Student Succeeds Act (ESSA), as amended, and 34 CFR 200.85(c){1}, Title I, Part C, student records must be documented on a national Certificate of Eligibility (COE) and uploaded within the federal MSIX database within specific timeframes specified in 200.85(b)(3)(i)(B)(1) and (2). Ms/EdD provides educational data management services to the Department regarding the eligibility, services, and link to the Migrant Student Information Exchange (MSIX) for eligible Migrant children in the Maine Migrant Education Program, Title I Part C. This includes the installation, use, maintenance, and security compliance of the MIS2000 software, a Windows based relational database management system designed and customized for Maine's Title I, Part C program.

Additionally, 34 CFR 200.85(a) through (f), mandate electronic exchange of specified educational and health information via linkage with the U.S. Department of Education's (USED) Migrant Student Information Exchange (MSIX) database. The current Interconnection Security Agreement (ISA) and MSIX Memorandum of Understanding (MOU) with USED, both valid through Fall of 2026, outline the role of the vendor, Management Services for Education Data (MSEDD) in this linkage and transfer of Title I, Part C student records for the Maine Department of Education.

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.

MSEDD is the only vendor that can meet the timeline for transferring migratory student records to MSIX in accordance with federal law. This is why 36 states also utilize MSEDD to meet the same statutory requirements for Title I, Part C. No other vendor is able to link and transfer specified student records with USE D's MSIX database at this time without becoming noncompliant with federal law. Use and maintenance of the MSEDD software (MIS2000), is exclusively designed to collect and transfer records in accordance with federal law and regulations, and to fulfill these pre-existing agreements with USED. The MSEDD software is the only migrant data system that offers separate, integrated, and complete web and native/desktop application and offers online and offline access, essential for Title I, Part C student recruitment in rural farm sites where no internet is available. Ms/EdD staff is uniquely knowledgeable about migrant education data from the field level through federal reporting. Their comprehensive knowledge ensures that students are promptly and correctly identified, and made eligible, for services. An efficient, flexible, secure data system that integrates all program functions is critical to the success of this program.

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

The costs are fair and reasonable, based on previous years, and compared to other student database systems. The costs include per user expenses, which have declined over the years for the Maine Migrant Education Program and have brought the price down. The vendor also agreed to waive the costs for temporary users as they will be using the system for less than a month/year (during blueberry harvest only).

PART III: SUPPLEMENTAL INFORMATION**4. Describe the plan for future competition for the goods or services.**

The Maine Migrant Education Program team conducted research to determine if there are other products available that meet the requirements for this system. Market research included web-based research as well as in-person outreach and networking with other states and national organizations to determine available options. Results indicated that; a) no other vendors exist that are able to provide a fully functional database by June 2026; b) there are unreasonable costs and functionality insufficiencies, as well as unavailable services from other vendors; and c) timeframes of data transfers do not match current standards in place by MSED (and as required by federal law).

If new products do emerge, the team is committed to do an RFP.

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](#).

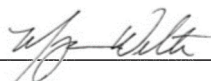
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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):


Megan Welter

Typed Name:

Megan Welter

Date:

5/18/2026

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:	 068D14CB2FB7408...		
Typed Name:	Lauren Moumouris, IT Procurement Systems Analyst	Date:	5/22/2026



Certificate Of Completion		
Envelope Id: B889FAE1-6879-871B-80F7-2EE33F093317		Status: Completed
Subject: Complete with Docusign: MIS2000_2026_IT Contract Amendment Template_REV 1.3.25.docx		
Source Envelope:		
Document Pages: 6	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
5/18/2026 8:08:30 PM	megan.welter@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events	Signature	Timestamp
Megan Welter		Sent: 5/18/2026 8:08:31 PM
megan.welter@maine.gov		Viewed: 5/18/2026 8:08:35 PM
Associate Commissioner of Public Education		Signed: 5/18/2026 8:09:03 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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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	5/18/2026 8:08:35 PM
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Completed	Security Checked	5/18/2026 8:09:03 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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.

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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 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..

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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.

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Subject: Complete with Docusign: ITP-266453 PJF MSEDD 26-27

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Document Pages: 8

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Certificate Pages: 5

Initials: 0

Lauren Moumouris

AutoNav: Enabled

Lauren.J.Moumouris@maine.gov

Envelopeld Stamping: Enabled

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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:

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Lauren Moumouris

Lauren.J.Moumouris@maine.gov

Security Level: Email, Account Authentication
(None)

Signature

Completed

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DocuSigned by:

Lauren Moumouris
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Signed: 5/22/2026 7:11:49 AM

Signature Adoption: Pre-selected Style

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In Person Signer Events

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

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Certified Delivery Events

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Timestamp

Carbon Copy Events

Status

Timestamp

IT Procurement

ITProcurement@maine.gov

Security Level: Email, Account Authentication
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Carbon Copy Events	Status	Timestamp
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John Spier John.F.Spier@maine.gov Systems Analyst State of Maine Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/9/2021 7:08:18 AM ID: 548efd56-cc5f-4584-a2fc-df5efeeb03b4	COPIED	Sent: 5/22/2026 7:11:56 AM
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	5/21/2026 7:36:03 AM
Certified Delivered	Security Checked	5/22/2026 7:11:40 AM
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Completed	Security Checked	5/22/2026 7:11:56 AM
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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.

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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 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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- 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..

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- 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.