



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Maine School Safety Center	
Department Contract Administrator or Grant Coordinator:		Cheryl Brackett	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 32,000.00	Advantage CT	CT 05A 20230712*0061
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
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:		Maine Association of Pupil Transportation, 108 Learning Lane, Farmington ME 04938	
Brief Description of Goods/Services/Grant:		The purpose of this Contract is The purpose of this Contract is to provide a Maine Regional & Annual School Transportation Safety Conference per 29-A M.R.S. § 2303 and Code of Maine Regulations (05-071 CMR Chapter 81 (4)) School Transportation Safety.	

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

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 Contract is The purpose of this Contract is to provide a Maine Regional School Transportation Safety Conference per 29-A M.R.S. § 2303 and Code of Maine Regulations (05-071 CMR Chapter 81 (4)) School Transportation Safety.

The Provider shall deliver school transportation conferences, focused on school bus driver and student safety, that supports the minimum training requirements for transportation employee in-service safety practices. All conferences shall be in-person.

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

The conference that the association provides is taught by transportation directors from throughout the state. They do not charge for the sessions. The contract provides the association funds to travel to six different regions of the state during April vacation and in June to the northern and down eastern parts of the state. Sessions are thoughtfully planned to share knowledge of safety related to our precious cargo. Skills are taught and a bus road-e-o is conducted at each regional conferences. The winner in each region then goes on to compete at the state level during the annual conference at Sugarloaf in July. The winner of the state represents Maine at the national conference.

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

The Provider plans, organizes, markets, and delivers Maine Regional School Transportation Safety Conference FY23 that is available to all school administrative units (SAUs), at NO cost to SAUs. The conferences are in-person during the month of April & June 2024. Lunch is provided at the regionals. There is also an in-person annual conference in July that lasts for 4 days. Training materials, trophies, cost of travel and hotels for the trainers are also included as part of this contract.

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

The future plan is to continue to support the bus drivers of our state by providing them with quality training at the regional and annual state conferences and through the DOE Summit.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?



Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	7/18/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Michelle Fournier	Date:	7/25/2023