

**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:		Dept. of Education / Office of Innovation / RREV Grant	
Department Contract Administrator or Grant Coordinator:		Page Nichols / Elaine Bartley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 37,000.00	Advantage CT / RQS #:	20240105000000001906
<b>CONTRACT</b>	Proposed Start Date:		Proposed End Date:
<b>AMENDMENT</b>	Original Start Date:	<b>1/9/2024</b>	Effective Date:
	Previous End Date:	<b>6/30/2024</b>	New End Date:
<b>GRANT</b>	Project Start Date:	<b>8/1/2021</b>	Grant Start Date:
	Project End Date:	<b>6/30/2024</b>	Grant End Date:
Vendor/Provider/Grantee Name, City, State:		VC0000135729	
Brief Description of Goods/Services/Grant:		RSU 19 will purchase and install various audio/visual equipment for the RREV van.	

**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 checked="" 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 RREV project purchased a van to use as a mobile office / portable professional learning space. The van will be used to provide professional learning at most of our 42 RREV awardee sites during the 23-24 school year. We will then use the van to provide professional learning at numerous schools during future school years. To that end, we are equipping the van with audio/visual components that work with MLTI equipment and other technological tools familiar to school staff and students.

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

RSU 19, under the guidance of Kern Kelley and his students, has the specific expertise and skills needed to complete this internal build. They have long worked with the MDOE Office of Innovation on various technology-related projects and are well suited to ensure that our technological needs are met inside the van.

We attempted to put the audio/media component purchasing out to a mini-bid with the available vendors listed in our master agreements, however, none chose to submit a bid. I've spoken with the business office at RSU 19 and inquired about their willingness / ability to make the purchases outlined on our specified list and submit reimbursements as the materials arrive. They are very willing to agree to this arrangement especially since it gets the materials to Kern and his student team as they need them for the installation.

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

The RSU 19 team has long used the rate of \$100/hour for work done with the MDOE. This is the rate we used with them for the internal structural build of the van. We, therefore, wish to continue with this rate as they now purchase and install the identified audio/visual components.

#### **Amendment:**

**Because this amendment is requesting additional audio/media components now be purchased and installed, we need to add funds to support this labor cost.**

**The specified list of potential audio/visual components is \$30,000. The remaining \$7000 in this amendment will go toward labor. We are also extending the timeline for installation into July to afford extra time, if needed, for the installation process.**

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

**PART III: SUPPLEMENTAL INFORMATION**

There will be no further opportunities. The grant period ends in July of 2024 so this is the final year.

**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**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**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	Date:	6/3/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	7/12/2024

**Certificate Of Completion**

Envelope Id: 983D3A7BF04C4A07AD4E4E324E0723CF	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 7	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 6/3/2024 2:51:51 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: 72.231.250.95

**Timestamp**

Sent: 6/3/2024 2:51:53 PM  
Viewed: 6/3/2024 2:52:50 PM  
Signed: 6/3/2024 2:53:43 PM  
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**

Envelope Sent	Hashed/Encrypted	6/3/2024 2:51:53 PM
Certified Delivered	Security Checked	6/3/2024 2:52:50 PM
Signing Complete	Security Checked	6/3/2024 2:53:43 PM
Completed	Security Checked	6/3/2024 2:53:43 PM

**Payment Events**

**Status**

**Timestamps**