



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT/AMENDMENT/GRANT, Proposed Start Date, Proposed End Date, Original Start Date, Effective Date, Previous End Date, New End Date, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: Justification options A through L.

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.

AMENDMENT: The installation of the various audio/technology components is taking longer so we need more contract time and labor/installation funds to allow the students to complete the work.

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.

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

There will be no further opportunities. The grant period ends in July of 2024 and our liquidation phase ends in October 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?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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?
<input checked="" type="checkbox"/> 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:	7/24/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	7/29/2024

Certificate Of Completion

Envelope Id: 65C5AF60777A4A92AC0DD16C63F90523	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.137

Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
7/24/2024 3:00:54 PM	Daniel.Chuhta@maine.gov	
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: 7/24/2024 3:00:55 PM
 Viewed: 7/24/2024 3:01:04 PM
 Signed: 7/24/2024 3:01:34 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	7/24/2024 3:00:55 PM
Certified Delivered	Security Checked	7/24/2024 3:01:04 PM
Signing Complete	Security Checked	7/24/2024 3:01:34 PM
Completed	Security Checked	7/24/2024 3:01:34 PM

Payment Events

Status

Timestamps