



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:		Department of Education - Special Services			
Department Contract Administrator or Grant Coordinator:		Stacey Bean			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 13,625.00	Advantage CT / RQS #:		20210914*0657
CONTRACT	Proposed Start Date:	Click or tap to enter a date.		Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	10/1/2021		Effective Date:	6/29/2022
	Previous End Date:	6/30/2022		New End Date:	9/30/2022
GRANT	Project Start Date:			Grant Start Date:	
	Project End Date:			Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Karen Robbie 11 Garrison Oaks Drive Kennebunk, Maine 04043			
Brief Description of Goods/Services/Grant:		Positive Behavior Intervention and Support training and Professional Development within a new SPDG grant.			

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.

PBIS is a research and evidence based multi-tiered system of support framework that benefits students, educators and school communities. The Maine Department of Education is scaling up this work across the state and to do this, additional support is necessary. Ms. Robbie will assist with content development, training and coaching that will aid in this goal.

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

Karen Robbie has served as the co-lead for the FEDES grant funded PBIS cohort for the past three years. She has considerable knowledge and expertise about coordinating, training and coaching for PBIS.

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

The rates are comparable to others who contract for education related services and the funding was allocated to the grantee since she has the necessary expertise with a focus on Maine schools.

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

Any future need for improvement work across the state will be discussed and then processed in accordance with State procurement policies and procedures.

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


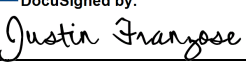
Does this request utilize ARPA/MJRP funds?

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.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	8/10/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	8/12/2022

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Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

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Signer Events**Signature****Timestamp**

Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

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Signed: 8/10/2022 8:34:56 AM

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