



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:	EDUCATION IN THE UNORGANIZED TERRITORY (EUT)		
Department Contract Administrator or Grant Coordinator:	RICHARD COLPITTS		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$6,057.28	Advantage CT / RQS #:	CT 05C 20220728*319
CONTRACT	Proposed Start Date:	8/22/2022	Proposed End Date: 8/30/2022
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:	BLACK BEAR INN & CONFERENCE CENTER, Orono, ME		
Brief Description of Goods/Services/Grant:	TO PROVIDE OVERNIGHT ACCOMMODATIONS & MEALS FOR AUGUST 23 & 24, 2022 EUT ANNUAL WORKSHOP		

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 EUT holds its annual Augusta Workshop providing professional development opportunities for teachers, bus drivers, teacher aides, secretaries, and janitors to touch base, review changes, expectations before students arrive late August for the new school year. This year professional development encompasses PowerSchool, the new student information system, new curriculum -Reveal, Zonar for bus drivers, review cleaning expectations for janitors, and TAMS training for school secretaries & principals.

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

The Black Bear Inn and Conference Center was selected due to its central location for staff traveling from Connor Twp., Edmunds Twp., Rockland Twp., Kingman Twp., and Augusta and only after reaching out to four vendors (Hilton Garden Inn, Schoodic Institute, New England Outdoor Center, and Sugarloaf Inn). None of the four vendors were able. The Black Bear Inn and Conference Center had enough space to accommodate 40 staff members, break out rooms, lodging and a parking lot large enough to house a bus for drivers to review student transportation expectations and Zonar requirements with the EUT Building & Fleet Maintenance Manager for the EUT.

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

In April the EUT began searching potential vendors for its annual workshop. Past venues such as the Eastern Maine Community College and college campus are not available due to returning college student and Sugarloaf, which is on the PQVL as not available. Five vendors were contacted none were available to either house conferences, lodging, or space to park a bus to support the driver professional development portion of the agenda. The EUT will continue to review the PQVL list and reach out to potential vendors to encourage vendors to become part of the PQVL. Upon review of the quote for meals and lodging expenses it was determined that the costs were reasonable and fair for the two day conference.

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

The EUT will continue to review the PQVL list to determine the availability vendors to meet its needs, as well as reach out to potential vendors to encourage vendors to become part of the PQVL.


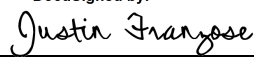
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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:	8/4/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	8/12/2022


Certificate Of Completion

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Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.9
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 8/4/2022 12:09:42 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

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/4/2022 12:09:43 PM Viewed: 8/4/2022 12:09:52 PM Signed: 8/4/2022 12:10:40 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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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	8/4/2022 12:09:43 PM
Certified Delivered	Security Checked	8/4/2022 12:09:52 PM
Signing Complete	Security Checked	8/4/2022 12:10:40 PM
Completed	Security Checked	8/4/2022 12:10:40 PM
Payment Events	Status	Timestamps