



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:		Education/ESEA/21 st CCLC	
Department Contract Administrator or Grant Coordinator:		Travis Doughty	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 8,875.00	Advantage CT / RQS #: 2023080700000000274
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date: 9/15/2023
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:		Vision Training Associates Standish, ME	
Brief Description of Goods/Services/Grant:		Registrations for Statewide Conference	

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 21st Century Community Learning Centers (21st CCLC) program is a federally funded education program, which provides Maine with funding to support before, after, and summer school learning programs for students in Pre-K through grade 12. As a requirement of continued funding, Maine must ensure that recipients of 21st CCLC funds are provided with the training necessary for effective implementation of before school, after school, and summer educational programs. Though the Maine DOE does provide semi-annual trainings for the 21st CCLC program, it currently lacks the capacity to offer a comprehensive summer training institute for subgrantees. The time and monetary resources that would be required to develop and host a comparable event through the Department would be substantial. Such work would be cost prohibitive as it would require additional staffing to complete the associated tasks.

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

Vision Training Associates, in partnership with the Maine Afterschool Network (MASN), is hosting this event. The MASN is unique in that it works in conjunction with a large, national network of out-of-school time program providers and national experts. They are also currently, in partnership with Vision Training Associates, the only provider in Maine which offers a summer institute dedicated to positive youth development through out-of-school time programs. There is currently no other training taking place in Maine this summer which would have the same level of impact for all of Maine's current 21st CCLC grant programs.

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

The rates associated with this contract are very reasonable when compared with the training services and support that will be provided to both the Department and its grantees. The Department has negotiated a rate of \$125 per participant to attend this two-day in-person training event. This negotiated rate and overall contract amount will allow each of Maine's 34 21st CCLC grant programs to send at least two staff members to the 2023 Positive Youth Development Institute (PYDI) taking place on September 11-12, 2023.

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

The services sought through this contract offer 21st CCLC grantees in Maine with the opportunity to learn from in-state and national leaders in the field of education on emerging trends and topics that impact students, families, and educational programs. These valuable learning opportunities are also provided for the Department at a relatively modest cost. Future opportunities to foster competition for these services would require an increase in funding and capacity within the Maine DOE.

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:	8/15/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	<small>41C2BA36FAF44CD</small> kathy Paquette	Date:	8/18/2023

Certificate Of Completion

Envelope Id: 6CDB83B6D427403087646AA2373A38A4	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 162.248.186.11
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 8/15/2023 4:25:10 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: 8/15/2023 4:25:10 PM Viewed: 8/15/2023 4:25:27 PM Signed: 8/15/2023 4:26:07 PM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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	8/15/2023 4:25:10 PM
Certified Delivered	Security Checked	8/15/2023 4:25:27 PM
Signing Complete	Security Checked	8/15/2023 4:26:07 PM
Completed	Security Checked	8/15/2023 4:26:07 PM

Payment Events**Status****Timestamps**