



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/Education in the Unorganized Territory	
Department Contract Administrator or Grant Coordinator:		Gary Lewis	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 38,100.00	Advantage CT / RQS #:	20240729*192
CONTRACT	Proposed Start Date:	8/15/2024	Proposed End Date: 8/14/2025
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:		John T. Cyr and Sons Inc. Old Town Maine	
Brief Description of Goods/Services/Grant:		Student Transportation services for the Unorganized Territory Greenfield TWP	

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 State of Maine Department of Education/ Education in the Unorganized Territory requires daily student transportation services for the Unorganized Territory Greenfield TWP for the school years 2024-2025 through 2027-2028.

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

The EUT started the RFP process (PM02329) for these services, however, it has taken longer than anticipated to issue the RFP. At this time, EUT needs to have a contractor in place sooner than will be possible under an RFP in time for the start of the academic year in August.

John T. Cyr and Sons Inc. was selected as they are the current provider and have been the only bidder for these services under previous RFPs.

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

The costs are consistent with their contracted rate. For AY 23-24 \$ 36,600.00, for AY 24-25 \$38,100.00

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

The EUT will begin the RFP process for AY's 26-29 in the fall

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

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

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, Deputy Commissioner	Date:	8/1/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small> <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small> </div>		
Typed Name:	Kathy Paquette	Date:	8/7/2024

Certificate Of Completion

Envelope Id: A5F38770636147EE8CCA0EFD091AB464
Subject: Please Docusign This Document
Source Envelope:
Document Pages: 17
Certificate Pages: 1
AutoNav: Enabled
Envelopeld Stamping: Disabled
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
Daniel A. Chuhta
Daniel.Chuhta@maine.gov
IP Address: 64.207.219.135

Record Tracking

Status: Original
8/1/2024 5:00:02 PM
Security Appliance Status: Connected
Storage Appliance Status: Connected

Holder: Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Pool: StateLocal
Pool: Maine Department of Education

Location: DocuSign
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
Signed using mobile

Timestamp

Sent: 8/1/2024 5:00:03 PM
Viewed: 8/1/2024 5:00:15 PM
Signed: 8/1/2024 5:01:09 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
Certified Delivered Security Checked
Signing Complete Security Checked
Completed Security Checked

8/1/2024 5:00:03 PM
8/1/2024 5:00:15 PM
8/1/2024 5:01:09 PM
8/1/2024 5:01:09 PM

Payment Events

Status

Timestamps