



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.

PART I: OVERVIEW
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, 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 options A-L: Competitive Process, Amendment, Single Source/Unique Vendor, Proprietary/Copyright/Patents, Emergency, University Cooperative Project, Grant, State Statute/Agency Directed, Federal Agency Directed, Willing and Qualified, Client Choice, 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.

PART III: SUPPLEMENTAL INFORMATION

The Provider shall provide court reporting services for Special Education Administration pre-hearings and hearings conducted under the Maine Administrative Procedures Act and applicable State and Federal laws and regulations, including, but not limited to the Individuals with Disabilities Education Act of 2004 (IDEA), IDEA Regulations and the Maine Unified Special Education Regulations (MUSER), Chapter 101.

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

Alley & Morrisette Reporting Services have worked with the Department of Education in their hearings for over 8 years. They have extensive knowledge and provided excellent work. We are working on going through the RFP process, this contract is being used until the contract awarded through the RFP is in place.

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 related services and the funding was allocated to the grantee since they have extensive expertise.

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

We plan to have an RFP released at the end of this year. The contract is to allow us time until the contract awarded through the RFP is in place.

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.


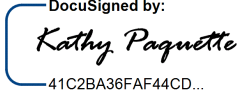
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

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:	8/12/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	8/19/2024