



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				
Department Office/Division/Program:		Education – Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:		Stacey Bean		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 70,000.00	Advantage CT / RQS #:	20221209*1638
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:	1/3/2023	Effective Date:	7/1/2024
	Previous End Date:	6/30/2024	New End Date:	6/30/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		WestEd 730 Harrison Street San Francisco, CA 94107		
Brief Description of Goods/Services/Grant:		WestEd will support the Maine Department of Education’s project to revise Maine Unified Special Education Regulations, 05-071 Chapter 101 (MUSER).		

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.

There is an immediate need for consolidating and coordinating historical recommendations for regulatory amendment developed by Department of Education (Department) leadership as well as necessary amendments consistent with policy and statutory changes since MUSER's effective date of August 25, 2017. There is also need for reformatting and restructuring of MUSER to reflect the new organizational structure required by the Department, inclusive of creation of separate regulations governing programs for children with disabilities ages birth to three and children with disabilities ages 3 through twenty-one.

*This amendment will allow for further work and modifications to the scope of work for WestEd.

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

Teri Williams Valentine an employee at WestEd, is uniquely positioned to undertake this work given her expertise and experience in the field of special education and law. Ms. Williams Valentine formerly served as associate general counsel and special education policy director at a state education agency where she was responsible for drafting regulations and managing administrative processes related to promulgation of state regulations and developing and implementing special education policy and practice consistent with federal and state legal requirements.

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 the federal Individuals with Disabilities Education Act (IDEA) and state special education law.

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, 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	Date:	8/14/2024
Signature of DAFS Procurement Official:	<div data-bbox="597 604 828 697" style="border: 1px solid black; padding: 2px;"> <p>DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...</p> </div>		
Typed Name:	Kathy Paquette	Date:	8/22/2024