



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
Table with fields: Department Office/Division/Program: Education; Department Contract Administrator or Grant Coordinator: Janette Kirk; Amount: \$ 27,000; Advantage CT / RQS #: CT05A20240610*3638; CONTRACT Proposed Start Date: 9/15/2024 Proposed End Date: 10/23/2024; 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: The BruMan Group, PLLC 1120 20th Street, NW, Suite 740 Washington, DC 20036; Brief Description of Goods/Services/Grant: The BruMan Group is engaging with the Maine Department of Education for the purpose of providing an LEA and SEA workshop on Federal Grants Management procedures and training regarding federal grants management.

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 columns: Justification type and checkbox.
A. Competitive Process []
B. Amendment []
C. Single Source/Unique Vendor [x]
D. Proprietary/Copyright/Patents []
E. Emergency []
G. Grant []
H. State Statute/Agency Directed []
I. Federal Agency Directed []
J. Willing and Qualified []
K. Client Choice []

<input type="checkbox"/> F. University Cooperative Project	<input type="checkbox"/> L. Other Authorization
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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.

All federal grants are governed and subject to the Uniformed Grant Guidance (UGG) and the Education Department General Administrative Regulations (EDGAR). These requirements have gone under revision and become effective October 1, 2024. Due to the depth and scope of the changes to UGG and EDGAR, an opportunity for professional learning for SAU business and program managers including Maine DOE is being offered. This will ensure staff working with federal programs are aware of the upcoming changes and impact to programming, invoicing and the revised regulations in general.

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

The Bruman Group, PLLC is nationally recognized for its federal grants management and education practice. The Firm provides legal advice and consultative services regarding federal grants compliance on the Office of Management and Budget (OMB) Uniform Grants Guidance (UGG), as well as the Education Department General Administrative Regulations (EDGAR), and the General Education Provisions Act (GEPA). In addition, the Firm advises clients on compliance with education programs including the Elementary and Secondary Education Act (ESEA) (reauthorized as the Every Student Succeeds Act (ESSA)), the Individuals with Disabilities Education Act (IDEA), the Carl D. Perkins Career and Technical Education Act (CTE), the Workforce Innovation and Opportunity Act (WIOA), and the Higher Education Act.

Initially established in 1980 as the law firm of Brustein & Manasevit, the Firm has represented States, school districts, colleges, and other private and public non-federal entities on matters related to federal programs and grants compliance. The firm's founding partners, Michael Brustein and Leigh Manasevit (*retired*), started the firm with extensive experience in federal education and workforce law. In 2023, the Firm changed its name to The Bruman Group, PLLC paying homage to the firm's founding partners.

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

The cost is inclusive of all travel from and to Washington D.C., preparation and implementation of professional development material and the time and effort of two Firm attorneys, Michael Brunstein and Bonnie Graham, founding partner and partner, respectively. Based on the experience and scope of professional learning to be provided, it was deemed the costs are reasonable.

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

Changes to the UGG and EDGAR are very rare and it is not perceived that there will be any further upcoming changes and therefore additional professional learning is not required. With that being said, if services of this nature are required again the future, the Department will ascertain if there are other qualified entities to provide this level of professional learning with similar experience and scope of work across federal programs and proceed accordingly per State of Maine procurement requirements.

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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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:	6/17/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>41C2BA36FAE44CD...</small>		
Typed Name:	Kathy Paquette	Date:	8/27/2024

Certificate Of Completion

Envelope Id: CAE6D7A6616C4FE685485CDDA2A26A22	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: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 6/17/2024 5:30:09 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

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

Timestamp

Sent: 6/17/2024 5:30:10 PM
Viewed: 6/17/2024 5:30:55 PM
Signed: 6/17/2024 5:31:29 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	6/17/2024 5:30:10 PM
Certified Delivered	Security Checked	6/17/2024 5:30:55 PM
Signing Complete	Security Checked	6/17/2024 5:31:29 PM
Completed	Security Checked	6/17/2024 5:31:29 PM

Payment Events

Status

Timestamps