



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: | | Department of Education / Office of School and Student Supports / Migrant Education Program | | |
| Department Contract Administrator or Grant Coordinator: | | Sol Rheem | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 38,802 | Advantage CT / RQS #: | CT 05A 20190520*3484 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: | |
| AMENDMENT | Original Start Date: | 6/1/2019 | Effective Date: | 6/1/2024 |
| | Previous End Date: | 5/31/2024 | New End Date: | 5/31/2025 |
| GRANT | Project Start Date: | | Grant Start Date: | |
| | Project End Date: | | Grant End Date: | |
| Vendor/Provider/Grantee Name, City, State: | | Ms/EdD, 7540 Highway 107, Sherwood, Arkansas | | |
| Brief Description of Goods/Services/Grant: | | Data management system for migrant students' recruitment and service provision | | |

| 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. | Ms/EdD provides educational data management services to the Department regarding the eligibility, services, and link to the Migrant Student Information Exchange (MSIX) for eligible Migrant children in the Maine Migrant Education Program, Title I Part C. This includes the installation, use, and maintenance of the MIS2000 software, a Windows based relational database management system designed exclusively for use in Migrant education, Title I Part C. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | The Maine DOE has worked with Ms/EdD for many years on the development and use of the MIS 2000 system to track migrant students' services and eligibility determinations. This company is the only vendor who has a product that provides the extensive customizing capability of the system needed for this program. No other system allows migrant education field recruiters to complete Certificates of Eligibility in electronic format and upload them daily into the system. Ms/EdD staff is uniquely knowledgeable about migrant education data from the field level through federal reporting. Their comprehensive knowledge ensures that students are promptly and correctly identified, made eligible, and services. An efficient, web-based, secure data system that integrates all program functions is critical to the success of this program. |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | The costs are fair and reasonable, based on previous years and compared to other student database systems. The costs include per user expenses, which have declined over the years for the Maine Migrant Education Program and have brought the price down. The vendor also agreed to waive the costs for temporary users as they will be using the system for less than a month/year (during blueberry harvest only). |
| 4. Describe the plan for future competition for the goods or services. | Annually, the Maine Migrant Education Program team conducts research to determine if there are other products available that meet the requirements for this system. The team verifies this by speaking with other states about their student database systems and the federal Office of Migrant Education to confirm if there are other options to meet federal requirements. If new products do emerge, the team is committed to do an RFP. |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|--|--|
| Does this request utilize ARPA/MJRP funds? | |
| <input type="checkbox"/> 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. | |


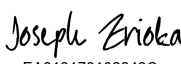
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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: | 7/2/2024 |
| Signature of DAFS Procurement Official: | <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <small>DocuSigned by:</small>  <small>EA813178102243C...</small> </div> | | |
| Typed Name: | Joseph Zrioka Director of IT Procurement | Date: | 8/13/2024 |


Certificate Of Completion

| | |
|---|---|
| Envelope Id: 071544C96EF04C41907D21885A98B33B | Status: Completed |
| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 5 | Signatures: 2 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov |
| Envelopeld Stamping: Disabled | IP Address: 64.207.219.135 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

| | | |
|---|---|--------------------|
| Status: Original 7/2/2024 8:50:51 AM | 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: 7/2/2024 8:50:52 AM Viewed: 7/2/2024 8:51:03 AM Signed: 7/2/2024 8:52:20 AM Freeform Signing |
| Signature Adoption: Drawn on Device Using IP Address: 198.182.163.113 | |

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 | 7/2/2024 8:50:52 AM |
| Certified Delivered | Security Checked | 7/2/2024 8:51:03 AM |
| Signing Complete | Security Checked | 7/2/2024 8:52:20 AM |
| Completed | Security Checked | 7/2/2024 8:52:20 AM |

Payment Events

Status

Timestamps

Certificate Of Completion

| | |
|---|----------------------------|
| Envelope Id: 239ABFF5EFE64C8A91EB73EC3EF6EA1E | Status: Completed |
| Subject: Complete with DocuSign: ITP-243505 PJF_MSEDD 24-25 IT CT Amendment_DC signed_2024.07.02.05.52.55-2 | |
| Source Envelope: | |
| Document Pages: 4 | Signatures: 1 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Joseph Zrioka |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | joseph.a.zrioka@maine.gov |
| | IP Address: 64.135.140.139 |

Record Tracking

| | | |
|--------------------------------------|---|--------------------|
| Status: Original | Holder: Joseph Zrioka | Location: DocuSign |
| 8/13/2024 11:25:40 AM | joseph.a.zrioka@maine.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: State of Maine - Office of Information Technology | Location: DocuSign |

Signer Events

Joseph Zrioka
joseph.a.zrioka@maine.gov
Director of IT Procurement
State of Maine - Office of Information Technology
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

EA813178102243C...
Signature Adoption: Pre-selected Style
Using IP Address: 64.135.140.139

Timestamp

Sent: 8/13/2024 11:31:56 AM
Viewed: 8/13/2024 11:32:05 AM
Signed: 8/13/2024 11:32:11 AM

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

Jennifer Tarr
Jennifer.L.Tarr@maine.gov
DOE Procurement Director
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 5/20/2021 2:29:25 PM
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

COPIED

Sent: 8/13/2024 11:32:13 AM

Katherine Warren
Katherine.Warren@maine.gov
Education Data Manager- MDOE
Maine Department of Education
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:

COPIED

Sent: 8/13/2024 11:32:14 AM

| Carbon Copy Events | Status | Timestamp |
|--------------------|--------|-----------|
|--------------------|--------|-----------|

Accepted: 12/9/2022 3:33:50 PM
ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

IT Procurement Team email
ITProcurement@maine.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 8/13/2024 11:32:15 AM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

Olivia Schafer
Olivia.Schafer@maine.gov
Security Level: Email, Account Authentication (None)

COPIED

Sent: 8/13/2024 11:32:16 AM
Viewed: 8/13/2024 1:17:43 PM

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

| Witness Events | Signature | Timestamp |
|----------------|-----------|-----------|
|----------------|-----------|-----------|

| Notary Events | Signature | Timestamp |
|---------------|-----------|-----------|
|---------------|-----------|-----------|

| Envelope Summary Events | Status | Timestamps |
|-------------------------|--------|------------|
|-------------------------|--------|------------|

| | | |
|---------------------|------------------|-----------------------|
| Envelope Sent | Hashed/Encrypted | 8/13/2024 11:31:57 AM |
| Certified Delivered | Security Checked | 8/13/2024 11:32:05 AM |
| Signing Complete | Security Checked | 8/13/2024 11:32:11 AM |
| Completed | Security Checked | 8/13/2024 11:32:16 AM |

| Payment Events | Status | Timestamps |
|----------------|--------|------------|
|----------------|--------|------------|

| Electronic Record and Signature Disclosure |
|--|
|--|

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Office of Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Office of Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Office of Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.