



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Department of Education, Commissioner's Office		
Department Contract Administrator or Grant Coordinator:		Courtney Belolan		
(If applicable) Department Reference #:				
Agency Department Code:	05A	Advantage CT / RQS #:	RQS 20250808000000000239	
Amount: (Contract/Amendment/Grant)		\$15,128.00		
CONTRACT	Proposed/Original Start Date:	8/15/2025	Proposed/Most Recent End Date:	10/24/2025
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Swan Island Press, 14 Read St. Portland ME 04103, VS0000021337		
Brief Description of Goods/Services/Grant:		248 Maine Education & School Statutes law books updated through 132 nd First Regular & Special Session of Legislature		

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. Higher Education 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.

The Department is required by statute Title 20-A M.R.S. §255(1)(A)-(B) to provide this information to our constituents (school administrative units) (173 books again this year).

Every year there are also Department of Education staff members that request a book to assist in their work and the number varies every year.

The book with updated statutes enacted through the First Special Session of the 132nd Maine Legislature needs to contain Title 20-A in its entirety, Title 20 in its entirety. Maine’s Freedom of Access law in its entirety, and various other laws dealing with school finance, labor relations, conflicts of interest, municipal government and health and safety provisions as well as a Table of Contents and an Index.

The Legislature’s full online statutes do not usually become updated until **well after** the effective date (normally 90 days after Session ends) of new legislation after a Legislative Session ends.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Department of Education does not have the staffing, expertise, time or equipment to compile amended school laws to be provided to school administrative units before or just after schools start for the new school year. No other State Agency or Legislative publication would be able to provide just Title 20, Title 20-A and a few other Sections of Titles that have been requested by school administrative units such as the Freedom of Access Act, some labor statutes, some municipal statutes and some pertaining to health and safety.

This is the only company that publishes this soft-cover book.

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

This vendor has supplied the Department of Education updated education and school statutes every year since 1995. Because of the number of books that we purchase we receive a bulk price. Last year it was \$60.00 each, soft cover, almost 460 pages double-sided including a Table of Contents and an Index.

Vendor has quoted the price of \$61.00 each for the Department for this year because of our long history and large orders. His regular pre-order bulk price showing on his website is \$64.00 so his quote of less is much appreciated.

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

Currently, only this vendor provides these books, if another company offers this publication, we will put out another RFP.

PART III: SUPPLEMENTAL INFORMATION

It is possible that another vendor might come up with a similar publication with a similar price although there has not been one in the past.

Notes: This vendor also publishes updated Maine Criminal Statutes including Title 17-A and parts of Title 15, Maine Criminal Code, Maine Bail Code, Maine Juvenile Code as well as updated Maine Motor Vehicle Statutes Title 29-A, and Maine Cannabis Statutes (includes medical and adult use cannabis statutes Title 22, Chapter 558-C, Title 28-B as well as selected others) as separate books. This year, the vendor was awarded the publication of Maine Family Statutes including Title 19-A, Domestic Relations and selected other statutes as a separate book.

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’s signatory understands and acknowledges Maine’s Conflict of Interest statutes and, in accordance with statute, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

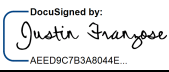
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	<i>Chelsey Fortin-Trimble</i>		
Typed Name:	Chelsey Fortin-Trimble	Date:	8/13/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	8/20/2025

Certificate Of Completion

Envelope Id: 9BA9E27B-2D3B-4399-863F-B8C95DDA8F52	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Chelsey Fortin-Trimble Chelsey.A.Fortin@maine.gov IP Address: 64.207.219.72
Envelopeld Stamping: Disabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 8/13/2025 4:12:44 PM	Holder: Chelsey Fortin-Trimble Chelsey.A.Fortin@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Chelsey Fortin-Trimble Chelsey.A.Fortin@maine.gov Associate Commissioner, Policy and Programs Security Level: Email, Account Authentication (None)		Sent: 8/13/2025 4:12:45 PM Viewed: 8/13/2025 4:12:55 PM Signed: 8/13/2025 4:14:04 PM Freeform Signing
	Signature Adoption: Pre-selected Style Using IP Address: 198.182.163.121	

Electronic Record and Signature Disclosure:
 Accepted: 12/11/2020 3:03:42 PM
 ID: 008b4aa3-33a1-416a-94c8-bfea019b2603

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	8/13/2025 4:12:45 PM
Certified Delivered	Security Checked	8/13/2025 4:12:55 PM
Signing Complete	Security Checked	8/13/2025 4:14:04 PM
Completed	Security Checked	8/13/2025 4:14:04 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		