



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
OFFICE OF STATE PROCUREMENT SERVICES  
STATE OF MAINE

## 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:	Education/Education in the Unorganized Territory		
Department Contract Administrator or Grant Coordinator:	Gary Lewis		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	05C	Advantage CT / RQS #:	2025*018
Amount: (Contract/Amendment/Grant)	\$ 77,455.00		
CONTRACT	Proposed/Original Start Date:	8/15/2025	Proposed/Most Recent End Date: 8/14/2026
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:	Rowells Transportation, LLC Dover Foxcroft, ME		
Brief Description of Goods/Services/Grant:	Provide SPED Transportation to MSAD 41		

### 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	The EUT needs to provide transportation to MSAD 41 for a SPED student residing in Atkinson TWP. SPED students are required to be provided transportation per their individual IEP as stated in MUSER law.
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.	Rowells Transportation has experience with the transportation of SPED children and is the current regular education transportation provider in the area. The EUT must be compliant with FAPE for special education students to meet goals outlined in each student's IEP.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Rates are consistent with other providers based upon vehicle operating expenses as well as the number of SPED kids to be provided transportation. Funding is provided through EUT Education General Fund Dollars
4. Describe the plan for future competition for the goods or services.	This vendor is currently the only qualified provider in the area. The EUT continually reaches out to learn if there are any new potential vendors. If a new vendor becomes available in the area, the EUT will work to publish an RFP.

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>
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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, 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):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	

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:	Signed by: <b>Sterling Doiron</b>		
Typed Name:	4C537C52B586437... Sterling Doiron	Date:	8/28/2025




Certificate Of Completion

Envelope Id: FBDB7EDE-DCBC-4029-A582-F33F777FD32E		Status: Completed
Subject: Please Docusign This Document		
Source Envelope:		
Document Pages: 22	Signatures: 1	Envelope Originator:
Certificate Pages: 1	Initials: 0	Daniel A. Chuhta
AutoNav: Enabled		Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled		IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		

Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
8/28/2025 8:45:12 AM	Daniel.Chuhta@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

Signer Events	Signature	Timestamp
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Daniel A. Chuhta		Sent: 8/28/2025 8:45:13 AM
Daniel.Chuhta@maine.gov		Viewed: 8/28/2025 8:45:24 AM
Deputy Commissioner		Signed: 8/28/2025 8:45:52 AM
Maine Department of Education		Freeform Signing
Security Level: Email, Account Authentication (None)	Signature Adoption: Drawn on Device	
	Using IP Address: 142.105.194.99	

Electronic Record and Signature Disclosure:  
Not Offered via Docusign

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	8/28/2025 8:45:13 AM
Certified Delivered	Security Checked	8/28/2025 8:45:24 AM
Signing Complete	Security Checked	8/28/2025 8:45:52 AM
Completed	Security Checked	8/28/2025 8:45:52 AM

Payment Events	Status	Timestamps
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## Certificate Of Completion

Envelope Id: DA759EE6-2A9A-426B-AC04-6F4E083ECBC1  
 Subject: Complete with Docusign: Rowell's 2025-018.docx\_signed\_2025.08.28.05.46.23.pdf  
 Source Envelope:  
 Document Pages: 23  
 Certificate Pages: 4  
 AutoNav: Enabled  
 EnvelopeId Stamping: Enabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
  
 Envelope Originator:  
 Gary Lewis  
 gary.a.lewis@maine.gov  
 IP Address: 198.182.163.115

## Record Tracking

Status: Original 8/28/2025 9:17:01 AM	Holder: Gary Lewis gary.a.lewis@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

## Signer Events

Scott Moulton  
 smoulton2@yahoo.com  
 president  
 Security Level: Email, Account Authentication (None)

## Signature

DocuSigned by:  
  
 D9A270BFFF504A3...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 208.105.98.147

## Timestamp

Sent: 8/28/2025 9:19:44 AM  
 Viewed: 8/28/2025 9:36:13 AM  
 Signed: 8/28/2025 9:36:42 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 8/28/2025 9:36:13 AM  
 ID: 3ade340d-f7d0-4ddd-8940-8407a91ca67f

## 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	8/28/2025 9:19:44 AM
Certified Delivered	Security Checked	8/28/2025 9:36:13 AM
Signing Complete	Security Checked	8/28/2025 9:36:42 AM
Completed	Security Checked	8/28/2025 9:36:42 AM

## Payment Events

## Status

## Timestamps

## Electronic Record and Signature Disclosure

## Certificate Of Completion

Envelope Id: ACB7A4F7-8D75-4E21-98B8-1509B58576EF

Status: Completed

Subject: Complete with Docusign: Rowell's PJF.pdf

Source Envelope:

Document Pages: 5

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Sterling Doiron

AutoNav: Disabled

77 State House Station

Envelopeld Stamping: Disabled

111 Sewall Street

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Augusta, ME 04333

Sterling.Doiron@maine.gov

IP Address: 71.169.188.88

## Record Tracking

Status: Original

Holder: Sterling Doiron

Location: DocuSign

08/28/2025 | 13:37

Sterling.Doiron@maine.gov

## Signer Events

### Signature

### Timestamp

Sterling Doiron

Sterling.Doiron@maine.gov

Sterling Doiron

Security Level: Email, Account Authentication  
(None)

Signed by:

**Sterling Doiron**

4C537C52B586437...

Signature Adoption: Pre-selected Style

Using IP Address: 71.169.188.88

Sent: 08/28/2025 | 13:38

Viewed: 08/28/2025 | 13:38

Signed: 08/28/2025 | 13:41

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

08/28/2025 | 13:38

Certified Delivered

Security Checked

08/28/2025 | 13:38

Signing Complete

Security Checked

08/28/2025 | 13:41

Completed

Security Checked

08/28/2025 | 13:41

## Payment Events

### Status

### Timestamps