



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 / School Finance	
Department Contract Administrator or Grant Coordinator:		Ida Batista	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	20180620000000004030
Amount: (Contract/Amendment/Grant)		\$143,000.00	
CONTRACT	Proposed/Original Start Date:	7/1/2016	Proposed/Most Recent End Date: 6/30/2026
AMENDMENT	New Effective Date:	7/1/2026	New End Date (if Applicable): 9/30/2026
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Ed Tech Soft, Inc Atlanta, GA	
Brief Description of Goods/Services/Grant:		Continued support for the SAU's data collection and reporting	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

This amendment will provide the Department with an extension of services as the timeline for the contract to replace this system continues to progress. The extension provides time for a smooth transition of services for an integral system in the Department's operations.

The MEDMS Financial System is utilized by Maine's 257 school administrative units to submit their statutorily required financial data in order for the Department of Education to calculate state subsidy in excess of \$900 million, submit required Federal reporting, including data to allocate Federal Title I Disadvantaged funds in excess of \$30 million and to provide data to Department constituencies, to include the Maine State Legislature, in order to provide accountability and set policy for allocation of state subsidy dollars.

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.

Ed Tech Soft, Inc is the current vendor from our MEFS RFP and is the awarded bidder from RFP#202505078. It is vital to continue operations with our current vendor so as not to disrupt the services before the contract for the award of RFP#202505078 is finalized through the procurement review process.

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

The cost is consistent with previous years for this service. The amount is reasonable given the short-term extension needed to allow for the finalization of the new contract. The cost accounts for the hosting, maintenance and support, and security audits, with funds budgeted for enhancements that will not be billed unless a new requirement comes up.

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

RFP#202505078 has renewals through 2036. At the end of the renewal periods, the Department will proceed with the competitive bid process.

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) or (026) – 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 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

Date:

8/4/2026

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):

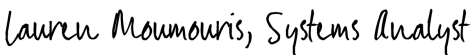
Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

Signed by:



068D14CB2EB7408

Typed Name:

Lauren Moumouris, IT Procurement Systems Analyst

Date:

8/4/2026



Certificate Of Completion

Envelope Id: 282AF742-F5B0-8F65-83D1-15335E00A2CA

Status: Completed

Subject: Complete with Docusign: ITP-266881 ETS MEFS Procurement Justification Form (PJF)_REV 9.24.25.docx

Source Envelope:

Document Pages: 3

Signatures: 1

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Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 20.236.201.102

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

Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

8/4/2026 1:27:33 PM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events	Signature	Timestamp
Daniel A. Chuhta		Sent: 8/4/2026 1:27:34 PM
Daniel.Chuhta@maine.gov		Viewed: 8/4/2026 1:27:40 PM
Deputy Commissioner		Signed: 8/4/2026 1:28:09 PM
Maine Department of Education		Freeform Signing
Security Level: Email, Account Authentication (Optional)	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
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	8/4/2026 1:27:34 PM
Certified Delivered	Security Checked	8/4/2026 1:27:40 PM
Signing Complete	Security Checked	8/4/2026 1:28:09 PM
Completed	Security Checked	8/4/2026 1:28:09 PM
Payment Events	Status	Timestamps

Certificate Of Completion

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Status: Completed

Subject: Complete with Docusign:ITP-266881 PJF MEFS ETS Re-Sign

Source Envelope:

Document Pages: 4

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Lauren Moumouris

AutoNav: Enabled

Lauren.J.Moumouris@maine.gov

Envelopeld Stamping: Enabled

IP Address: 163.252.47.50

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

Record Tracking

Status: Original

Holder: Lauren Moumouris

Location: DocuSign

8/4/2026 2:08:13 PM

Lauren.J.Moumouris@maine.gov

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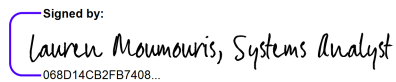
Signer Events

Lauren Moumouris, Systems Analyst

Lauren.J.Moumouris@maine.gov

Security Level: Email, Account Authentication (None)

Signature

Signed by:

068D14CB2FB7408...

Signature Adoption: Pre-selected Style

Using IP Address: 163.252.47.50

Timestamp

Sent: 8/4/2026 2:10:19 PM

Viewed: 8/4/2026 2:10:27 PM

Signed: 8/4/2026 2:10:37 PM

Electronic Record and Signature Disclosure:

Accepted: 6/17/2026 11:34:21 AM

ID: af4d659d-8021-4de7-8ed7-ec5f729baf5c

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

Olivia Shafer

olivia.schafer@maine.gov

Security Level: Email, Account Authentication (None)

COPIED

Sent: 8/4/2026 2:10:38 PM

Viewed: 8/4/2026 2:15:24 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

8/4/2026 2:10:20 PM

Certified Delivered

Security Checked

8/4/2026 2:10:27 PM

Signing Complete

Security Checked

8/4/2026 2:10:37 PM

Completed

Security Checked

8/4/2026 2:10:38 PM

Payment Events

Status

Timestamps

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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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.

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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.

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- 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.