



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/ESEA Federal Programs/21 st CCLC Program			
Department Contract Administrator or Grant Coordinator:	Travis Doughty			
(If applicable) Department Reference #:	N/A			
Agency Department Code:	05A	Advantage CT / RQS #:	20260710000000000051	
Amount: (Contract/Amendment/Grant)	\$24,650.00			
CONTRACT	Proposed/Original Start Date:	8/11/2026	Proposed/Most Recent End Date:	9/11/2026
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:		University of Maine dba University of Southern Maine Portland, ME		
Brief Description of Goods/Services/Grant:		Registrations for Statewide Conference		

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.

The 21st Century Community Learning Centers (21st CCLC) program is a federally funded education program, which provides Maine with funding to support before, after, and summer school learning programs for students in Pre-K through grade 12. As a requirement of continued funding, Maine must ensure that recipients of 21st CCLC funds are provided with the training necessary for effective implementation of before school, after school, and summer educational programs. Though the Maine DOE does provide semi-annual trainings for the 21st CCLC program, it currently lacks the capacity to offer a comprehensive summer training conference for subgrantees. The time and monetary resources that would be required to develop and host a comparable event through the Department would be substantial. Such work would be cost-prohibitive as it would require additional staffing to complete the associated tasks.

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 University of Southern Maine, in partnership with the Maine Afterschool Network (MASN), is hosting this event. The MASN is unique in that it works in conjunction with a large, national network of out-of-school time program providers and national experts. They are also currently (through partnership with USM) the only provider in Maine which offers a summer conference dedicated to positive youth development through out-of-school time programs. There is currently no other training taking place in Maine this summer which would have the same level of impact for all of Maine's current 21st CCLC grant programs.

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

The rates associated with this contract are reasonable when compared with the training services and support that will be provided to both the Department and its grantees. The Department has negotiated a rate of \$290 per participant to attend this two-day in-person training event. This negotiated rate and overall contract amount will allow each of Maine's 41 21st CCLC grant programs to send at least two (2) staff members to the 2026 Maine Out-of-School Time (MOST) Conference taking place on September 10-11, 2026.

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

The services sought through this contract offer 21st CCLC grantees in Maine with the opportunity to learn from national leaders in the field of out-of-school time (OST) education on emerging trends and topics that impact students, families, and OST programs. These valuable learning opportunities are also provided for the Department at a moderate cost. Future opportunities to foster competition for these services would require an increase in funding and capacity within the Maine DOE.

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):

Chelsey Fortin-Trimble

Typed Name:

Chelsey Fortin-Trimble

Date:

7/20/2026

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:

Michael Hartmann

0AA4C3C8A6C2460...

Typed Name:

Michael Hartmann

Date:

8/7/2026

Certificate Of Completion

Envelope Id: 406B2AFD-E4BA-8D46-8229-C8E9D07A1260

Status: Completed

Subject: Complete with Docusign: Procurement Justification Form - 2026 MOST Conference.docx

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 4

Initials: 0

Chelsey Fortin-Trimble

AutoNav: Enabled

Chelsey.A.Fortin@maine.gov

Envelopeld Stamping: Disabled

IP Address: 20.236.201.102

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

Record Tracking

Status: Original

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7/20/2026 11:42:05 AM

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Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Signature

Timestamp

Chelsey Fortin-Trimble

Chelsey.A.Fortin@maine.gov

Associate Commissioner

Security Level: Email, Account Authentication (Optional)

Signature Adoption: Pre-selected Style

Using IP Address: 198.182.163.121

Sent: 7/20/2026 11:42:06 AM

Viewed: 7/20/2026 11:42:12 AM

Signed: 7/20/2026 11:42:29 AM

Freeform Signing

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

7/20/2026 11:42:06 AM

Certified Delivered

Security Checked

7/20/2026 11:42:12 AM

Signing Complete

Security Checked

7/20/2026 11:42:29 AM

Completed

Security Checked

7/20/2026 11:42:29 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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.

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 Department of Education:

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: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education 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 jennifer.l.tarr@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 Department of Education

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 jennifer.l.tarr@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 Department of Education

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 jennifer.l.tarr@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 Department of Education 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 Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.