



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:		Maine Department of Education, Office of Innovation		
Department Contract Administrator or Grant Coordinator:		Page Nichols		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	05A	Advantage CT / RQS #:	05A 20260617*3053	
Amount: (Contract/Amendment/Grant)		\$52,000		
CONTRACT	Proposed/Original Start Date:	8/24/2026	Proposed/Most Recent End Date:	12/31/2026
AMENDMENT	New Effective Date:	N/A	New End Date (if Applicable):	N/A
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Maine Environmental Education Association Portland, Maine		
Brief Description of Goods/Services/Grant:		Regional education gatherings for the recently enacted statewide Green Schools Network.		

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 Maine Department of Education (DOE) Green Schools Program seeks to implement the statewide Green Schools Network activities, as established in law by [LD 1543](#) in April 2025. The bill calls for regional gatherings for educators, youth leaders, and community partners. The statute specifically authorizes Maine DOE to collaborate with Maine-based nonprofit organizations that support:

- a. environmental awareness, accountability, and action through youth leadership, educator support, research and evaluation, culture change, and transformational policy advancement,
- b. environmental, outdoor, and climate learning programs and other experiential learning initiatives in Maine schools.

The Maine Environmental Education Association (MEEA) will be responsible for supporting the planning and implementation of multiple regional Green Schools Network gatherings across Maine, including identifying and coordinating speakers, securing and coordinating venues, recruiting participants through its statewide network, assisting with event logistics, and providing subject matter expertise related to environmental and outdoor learning.

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 Maine Environmental Education Association (MEEA; 401c3 non-profit organization) was selected for this work based on its unique qualifications. Its mission, expertise, and established statewide network are directly aligned with the requirements outlined in this recently enacted [Green Schools Network legislation](#). MEEA has the largest and most experienced staff capacity for event execution as well as the most extensive professional membership of any education-focused environmental organization in the state. (Note: this excludes ME Natural Resources Council and The Nature Conservancy who are focused primarily on land use and preservation). There is no other education-focused environmental organization in Maine remotely matches their ability to scale up to these events under such a restricted timeline.

The philanthropic funds designated for this work must be fully obligated and expended by December 31, 2026 per the expectations of the granting foundation. This leaves a limited period to plan and execute statewide regional events. Conducting a competitive procurement at this stage would significantly reduce the time available for program implementation and increase the risk that project objectives and funding expenditure requirements cannot be met within the required timeframe. Given the need to begin planning and coordination activities immediately, a sole-source is necessary to ensure timely execution of the project, successful statewide delivery of services, and compliance with all funding requirements.

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

PART III: SUPPLEMENTAL INFORMATION

Maine Environmental Education Association's rates have been significantly reduced for this Maine DOE project. The proposed funding amount is fair and reasonable based on the scope of services required, comparable program costs, and the specialized expertise being provided. These services require established relationships with educators, community partners, and environmental learning organizations that already exist within MEEA's statewide network.

The funding level was also evaluated against recent comparable events. The statewide Green Schools Symposium conducted in 2025 required expenditures exceeding \$60,000 for a single large-scale event. The proposed allocation for this contract will support multiple regional gatherings and associated coordination activities throughout the year. Given the breadth of work required and current costs associated with event planning, professional services, travel, venue coordination, and participant engagement, the proposed amount is reasonable and does not exceed what would be expected in the marketplace for similar services. In fact, the proposed funding represents a cost-effective investment that leverages MEEA's existing expertise, relationships, and infrastructure to maximize program impact while ensuring efficient use of public and philanthropic funds.

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

These **one-time** funds derive from a philanthropic funder who seeks to establish regional, youth-focused climate and environmental training in partnership with one or more Maine environmental non-profits. Future implementation will require either direct government funding or solicitation of other Maine foundations and/or private sources. A longer timeframe for implementation appears likely for future rounds of these trainings. Unless specifically required by unforeseen circumstances, future funds would require a competitive RFP 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

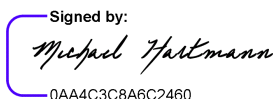
Date:

8/11/2026

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:

0AA4C3C8A6C2460...

Typed Name:

Michael Hartmann

Date:

8/12/2026

Certificate Of Completion

Envelope Id: 59F40BC0-2309-8945-8256-44165DC6BD86

Status: Completed

Subject: Complete with Docusign: ServicContractMEEAGreenSchools.docx

Source Envelope:

Document Pages: 26

Signatures: 2

Envelope Originator:

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

8/11/2026 2:48:32 PM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Signer Events

Signature

Timestamp

Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication (Optional)

Signature Adoption: Drawn on Device

Using IP Address: 142.105.194.99

Sent: 8/11/2026 2:48:34 PM

Viewed: 8/11/2026 2:48:41 PM

Signed: 8/11/2026 2:50:52 PM

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

8/11/2026 2:48:34 PM

Certified Delivered

Security Checked

8/11/2026 2:48:41 PM

Signing Complete

Security Checked

8/11/2026 2:50:52 PM

Completed

Security Checked

8/11/2026 2:50:52 PM

Payment Events

Status

Timestamps