



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:		Maine Department of Corrections/Long Creek Youth Development Center		
Department Contract Administrator or Grant Coordinator:		Jessica Gerrish		
(If applicable) Department Reference #:				
Agency Department Code:	03F	Advantage CT / RQS #:	20260814000000000392	
Amount: (Contract/Amendment/Grant)		\$27,969.56		
CONTRACT	Proposed/Original Start Date:	10/1/2026	Proposed/Most Recent End Date:	9/30/2027
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:		The Telling Room, Portland, ME		
Brief Description of Goods/Services/Grant:		Supplemental Language Arts education services for residents of Long Creek Youth Development Center		

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.

Residents of Long Creek often experience education disruptions and deficits that diminish their interest in attending English and Language Arts course in a traditional classroom setting. The Telling Room provides a unique and dynamic opportunity for residents to learn language arts in a creative, experiential setting that is student-centered and individualized. Residents who participate with the Telling Room create songs, poems, and stories that capture their experiences, feelings, and dreams in a way that residents find relevant. The Telling Room curriculum provides an added therapeutic value as residents process past experiences in a way that helps them heal past traumas and build hope for their futures. Students' engagement with the Telling Room will culminate in three performances where students present their songs, poetry, or other literary work to Long Creek staff and other residents in the AR Gould Learning Commons. The goals of the program are to enhance students' desire to learn, build rapport among students, provide students with a healthy creative outlet, and to acquire communication skills that will benefit students when they transition from Long Creek to future education and/or employment environments. Residents may choose to continue to participate in Telling Room programs in the community following their release from Long Creek. The Telling Room program will supplement and complement existing English/Language Arts curriculum provided at the AR Gould School.

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 Telling Room is the only organization of its kind in Maine, and part of a relatively small network of organizations nationally that combines the fields of creative youth development and literary arts education programs to empower young people. The staff at the Telling Room are particularly skilled at reaching youth who have faced challenges in traditional education settings. The Telling Room will offer weekly instruction to committed residents at Long Creek throughout three quarters of the academic year (November through July). The program will provide instruction on topics related to creative writing, allowing students to expand on creative works and music. Their ability to provide experiential, multi-media language arts instruction to youth ages 6-18 who have experienced education disruptions and deficits makes the Telling Room uniquely suited to provide this service to youth at Long Creek Youth Development Center. Additionally, the Telling Room provides services to school departments including those in Portland, Lewiston, and the Augusta/Central Maine area which allows residents to continue to work with the agency after leaving Long Creek and returning to their home schools.

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 the hourly rates in the contract and the Department deems this fair and reasonable based on previous contracts with the Provider. Rates of service have increased \$5 per hour, for a revised hourly rate of \$130. Other rates have remained the same including hourly prep time rate, and oversight and management rates. The additional funds allocated are Federal Department of Education funds and are within the allowable use of funds.

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

PART III: SUPPLEMENTAL INFORMATION

Long Creek will continue to assess the availability of providers for these services and, should more providers become available, Long Creek will follow the required procurement processes to meet future contractual needs for these services.

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):

DocuSigned by:

Christine Thibeault

1EE8D720BD7F495...

Typed Name:

Christine Thibeault, Assoc.
Commissioner

Date:

8/20/2026

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):

Procurement Justification Form (PJF)

Typed Name:		Date:	
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****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: <i>Michael McNeil</i> 7008790FB38A449...		
Typed Name:	Michael McNeil	Date:	8/25/2026

NOI 0820260625 8/25-8/31



Certificate Of Completion

Envelope Id: FEE9170A-AC58-8C4A-8279-C90B0BDFE89E		Status: Completed
Subject: Complete with Docusign: FY27 Telling Room PJF JG 8.7.26.docx		
Source Envelope:		
Document Pages: 4	Signatures: 1	Envelope Originator:
Certificate Pages: 4	Initials: 0	Heidi Strassberg-Bersani
AutoNav: Enabled		Heidi.Strassberg-Bersani@maine.gov
Envelopeld Stamping: Enabled		IP Address: 64.135.139.22
Time Zone: (UTC-05:00) Eastern Time (US & Canada)		

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8/20/2026 7:58:05 AM	Heidi.Strassberg-Bersani@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	

Signer Events	Signature	Timestamp
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Christine Thibeault	DocuSigned by: <i>Christine Thibeault</i> 1EE8D729BD7F495...	Sent: 8/20/2026 7:59:10 AM
Christine.Thibeault@maine.gov		Viewed: 8/20/2026 8:18:47 AM
Associate Commissioner, DOC		Signed: 8/20/2026 8:19:02 AM
Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 67.253.101.205	

Electronic Record and Signature Disclosure:
Accepted: 12/21/2023 11:12:35 AM
ID: 40d03da9-ec16-4af7-800b-d911aa31b500

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	8/20/2026 7:59:10 AM
Certified Delivered	Security Checked	8/20/2026 8:18:47 AM
Signing Complete	Security Checked	8/20/2026 8:19:02 AM
Completed	Security Checked	8/20/2026 8:19:02 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Office of Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

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 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.

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 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.