



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

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Marcus Mrowka/Emily Doughty	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 125,000	Advantage CT / RQS #:	20220601*3156
CONTRACT	Proposed Start Date:	6/15/2022	Proposed End Date: 6/14/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Live and Work in Maine, Brunswick, Maine	
Brief Description of Goods/Services/Grant:		ARP Grant for education workforce recruitment and promotion. Access to job board for all Maine SAU's, education promotion on the Live and Work in Maine website, teacher ambassador participation in live events.	

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. University Cooperative Project	<input type="checkbox"/>	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 Department of Education will partner with Live and Work in Maine around education workforce recruitment and promoting education in the state of Maine. Currently, job posting strategies greatly vary by SAU and there is no central job board that would provide uniform access to all SAUs that has in-state and out-of-state reach, as well as providing the DOE with critical data on educator job openings/shortages that we can use in supporting teacher recruitment and outreach efforts. Live and Work in Maine targets a specific audience of people moving to Maine or moving back to Maine that is a crucial demographic for our educator recruitment efforts. Through the partnership, all Maine school administrative units will have access to a unique job board and application management system for one year to allow for a centralized and streamlined location for job postings that reach key audiences within and beyond Maine. The partnership will also include the hosting of a page on the Live and Work in Maine site to promote education and teaching in Maine. And there will be opportunities for teacher ambassadors to attend Live and Work in Maine live events to promote education jobs in the state. This partnership is linked to the Teach Maine plan around recruitment and retention of the education workforce in Maine.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Live and Work in Maine is the only organization of its type with the expressed purpose of attracting people to come to Maine combined with a unique job board and application management system that allows for the scraping of current job listings by SAUs across the state. Replicating such a system would require millions in funding and multiple years.

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

The Department of Education is being given access to these services at cost with no mark up from the vendor. Funding will be allocated through ARP grants.

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

This is for a one-year partnership, and we will assess success and needs before future planning. If any similar organizations were to form in the future, we will look to place this type of service in a competitive bid process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	6/15/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C</small>		
Typed Name:	Joseph Zrioka	Date:	9/18/2022

Certificate Of Completion

Envelope Id: BCDBA7845BD4435991F0B2AEFAAF55FA	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 16	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 6/15/2022 3:47:43 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
Signed by link sent to Daniel.Chuhta@maine.gov
Using IP Address: 198.182.163.113

Timestamp

Sent: 6/15/2022 3:47:44 PM
Viewed: 6/15/2022 3:48:01 PM
Signed: 6/15/2022 3:49:21 PM
Freeform Signing

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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	6/15/2022 3:47:44 PM
Certified Delivered	Security Checked	6/15/2022 3:48:01 PM
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Payment Events**Status****Timestamps**