

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		DOE-Educ In The Unorg Territories		
Department Contract Administrator or Grant Coordinator:		Cathy Severance		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$5,200.00	Advantage CT / RQS #:	05C20220818*532	
CONTRACT	Proposed Start Date:	<b>09/01/22</b>	Proposed End Date:	08/31/23
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:		Amanda Pelletier 207 19 <sup>th</sup> Ave, Madawaska, ME 04756 <b>VC#0000250088</b>		
Brief Description of Goods/Services/Grant:		AY22-23 School Nursing Services for EUT-CCS students		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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	X
E. Emergency	J. Willing and Qualified
F. University Cooperative Project	K. Client Choice
	L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

Student's residing in the unorganized territories will be provided school nursing services as identified for each school. The EUT does not have certified licensed school nurses on staff to provide the required services. The EUT reaches out to and is **willing to contract with any willing and qualified, certified licensed provider to perform the necessary services.**

### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The EUT does not have certified licensed school nurses on staff to provide the required services. The EUT reaches out to and is **willing to contract with any willing and qualified, certified licensed provider to perform the necessary services. This is for the required servicing for EUT students for AY22-23.**



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

Amanda Pelletier is fully licensed and able to provide the necessary services as needed and upon request. In addition, the fees charged by Amanda Pelletier are consistent with other service providers who were willing in the past to provide these services. The cost of travel for Amanda Pelletier is less costly because of her location in nearby Madawaska and the distance to the school that is being served.

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

The EUT began the State of Maine process of submitting an RFP in order to advertise/request services from providers. During the RFP review process, it was determined that due of the nature of the rural areas requiring services, limited responses to past competitive bids for these services in these areas and the fact that the UT was willing to accept any willing, certified licensed provider, a competitive process was not required at this time. The UT continually inquires, coordinates and collaborates with local area school districts and professionals in order to gain information in order to acquire willing providers who are qualified and/or already providing services in other nearby local districts.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel A. Chuhta	<b>Date:</b>	9/13/2022
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	9/29/2022

**Certificate Of Completion**

Envelope Id: 74C71BA485C3454CB3FFE378FD69A9E3

Status: Completed

Subject: Please DocuSign This Document

Source Envelope:

Document Pages: 2

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 64.207.219.9

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

**Record Tracking**

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

9/13/2022 10:30:16 AM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Maine Department of Education

Location: DocuSign

**Signer Events****Signature****Timestamp**

Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication  
(None)

Sent: 9/13/2022 10:30:16 AM

Viewed: 9/13/2022 10:30:26 AM

Signed: 9/13/2022 10:30:56 AM

Freeform Signing

Signature Adoption: Uploaded Signature Image

Using IP Address: 72.231.250.95

**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

9/13/2022 10:30:16 AM

Certified Delivered

Security Checked

9/13/2022 10:30:26 AM

Signing Complete

Security Checked

9/13/2022 10:30:56 AM

Completed

Security Checked

9/13/2022 10:30:56 AM

**Payment Events****Status****Timestamps**