



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:	DEPT OF EDUCATION – Education In The Unorganized Territories			
Department Contract Administrator or Grant Coordinator:	Gary Lewis			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ \$81,420.00	Advantage CT / RQS #:	OSC 20220803#389	
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	8/15/2022
	Previous End Date:	Click or tap to enter a date.	New End Date:	8/14/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Rowell's Transportation P.O. Box 129 Dover Foxcroft, ME 04426 207-564-3434 VC1000800246			
Brief Description of Goods/Services/Grant:	Daily EUT student transportation for Atkinson students to RSU#68 schools and Foxcroft Academy			

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 checked="" 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.	Student's residing in the unorganized territories will be provided transportation services as identified by statute and coordinated and paid for using EUT general fund appropriated tax dollars. Termination of previous vendor left no time to go to RFP for AY 22-23
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This transportation award is the result of a Termination of previous contract #05C20190513*3380 for failure to maintain safe equipment (see attached for details). Currently there are only 3 vendors in the area, the EUT reached out to the 2 remaining, this vendor was the only respondent willing to provide services.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The EUT reaches out to and is willing to contract with any willing and qualified provider to perform the necessary services. It is not cost effective to place a State bus and driver in this remote location to transport students. The response was only 1 transportation provider bidding a total cost of \$81,420.00 for 1 year.
4. Describe the plan for future competition for the goods or services.	The EUT continually inquires, coordinates and collaborates with local area school districts as well as other transportation providers in order to gain information in order to acquire willing providers who are qualified and/or already providing services in other local districts. Services will go out to bid FY 23-24

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	<i>Pender Makin</i>

Procurement Justification Form (PJF)

Typed Name:	Daniel A. Chuhta Pender Makin	Date:	9/14/2022
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i> <small>DocuSigned by: 066BBD96EE5347F</small>		
Typed Name:	Michelle Fournier	Date:	9/30/2022

Certificate Of Completion

Envelope Id: 52F7B30C5B6746C2ADAD15425BAD3B65
 Subject: Here is your signed document: PJF Rowell's 20220803 Atkinson.docx
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 2
 AutoNav: Enabled
 Envelopeld Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Pender Makin
 Pender.Makin@maine.gov
 IP Address: 162.248.186.11

Record Tracking

Status: Original
 9/14/2022 9:39:16 AM
 Security Appliance Status: Connected
 Storage Appliance Status: Connected

Holder: Pender Makin
 Pender.Makin@maine.gov
 Pool: StateLocal
 Pool: Maine Department of Education

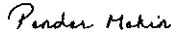
Location: DocuSign

Location: DocuSign

Signer Events

Pender Makin
 Pender.Makin@maine.gov
 Commissioner
 Carahsoft OBO Maine Department of Education
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Using IP Address: 198.182.163.113

Timestamp

Sent: 9/14/2022 9:39:17 AM
 Viewed: 9/14/2022 9:39:26 AM
 Signed: 9/14/2022 9:40:07 AM
 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

Georgette Valliere
 georgette.valliere@maine.gov
 Carahsoft OBO Maine Department of Education
 Security Level: Email, Account Authentication (None)

COPIED

Sent: 9/14/2022 9:40:08 AM

Electronic Record and Signature Disclosure:
 Not Offered via DocuSign

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/14/2022 9:39:17 AM
Certified Delivered	Security Checked	9/14/2022 9:39:26 AM
Signing Complete	Security Checked	9/14/2022 9:40:07 AM
Completed	Security Checked	9/14/2022 9:40:08 AM

Payment Events

Status

Timestamps