



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
Table with 5 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, RQS #, CONTRACT, Proposed Start Date, Proposed End Date, 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, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: Justification type (A-L) and corresponding checkbox.

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.	<p>The Department is required by statute Title 20-A M.R.S. §255(1)(A)-(B) to provide this information to our constituents (school administrative units) (176 books this year).</p> <p>Every year there are also Department of Education staff members that request a book to assist in their work and the number varies every year.</p> <p>This year the Department plans to provide a book to each Special Education Director (225) in Maine as a trial.</p> <p>The book with updated statutes enacted through the First Special Session of the 131st Maine Legislature needs to contain Title 20-A in its entirety, Title 20 in its entirety. Maine's Freedom of Access law in its entirety, and various other laws dealing with school finance, labor relations, conflicts of interest, municipal government and health and safety provisions as well as a Table of Contents and an Index.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The Department of Education does not have the staffing, expertise, time or equipment to compile amended school laws to be provided to school administrative units before or just after schools start for the new school year. No other State Agency or Legislative publication would be able to provide just Title 20, Title 20-A and a few other Sections of Titles that have been requested by school administrative units such as the Freedom of Access Act, some Labor statutes, some Municipal statutes and some pertaining to health and safety.</p> <p>This is the only company that publishes this soft-cover book.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>This vendor has supplied Department of Education updated education and school statutes every year since 1995. Because of the number of books that we purchase we receive a bulk price. Last year it was \$60.00 each, soft cover, almost 470 pages double-sided including a Table of Contents and an Index.</p> <p>Vendor has quoted the price of \$60.00 each for this year because of our long history and large orders, He has quoted the pre-order price for us of \$60.00 for our bulk order instead of his current price of \$63.00 each.</p>
4. Describe the plan for future competition for the goods or services.	<p>Currently, only this vendor provides these books, if another company offers this publication, we will put out another RFP.</p> <p>It is possible that another vendor might come up with a similar publication with a similar price although there has not been one in the past.</p> <p>Notes: This vendor also publishes updated Maine Criminal Statutes including Title 17-A and parts of Title 15 as well as updated Maine Motor Vehicle Statutes Title 29-A, and Maine Marijuana Statutes and Rules as</p>

PART III: SUPPLEMENTAL INFORMATION

separate books.

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


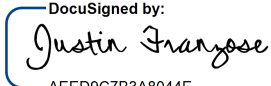
Does this request utilize ARPA/MJRP funds?

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:	9/6/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Justin Franzose AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	9/7/2023

Certificate Of Completion

Envelope Id: 68E4D5E99BEB4414BDDB0971D7537ECB	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 162.248.186.11
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 9/6/2023 3:13:48 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: Drawn on Device
Using IP Address: 72.231.250.95

Timestamp

Sent: 9/6/2023 3:13:49 PM
Viewed: 9/6/2023 3:14:17 PM
Signed: 9/6/2023 3:15:25 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	9/6/2023 3:13:49 PM
Certified Delivered	Security Checked	9/6/2023 3:14:17 PM
Signing Complete	Security Checked	9/6/2023 3:15:25 PM
Completed	Security Checked	9/6/2023 3:15:25 PM

Payment Events

Status

Timestamps