



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.

Table with 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office/Division/Program, Amount, Proposed Start/End Dates, Vendor Name, and Brief Description.

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Contains 12 justification options (A-L) with checkboxes. Option C (Single Source/Unique Vendor) is checked.

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.

Educators continue to confront challenging student behaviors, including increased levels of aggression, poor impulse control, limited attention spans, disengagement from school, and poor motivation. These behaviors impact students' readiness to learn and make academic progress in the educational environment. This program provides educators with training and resources necessary to manage and address students demonstrating dysregulation and challenging behaviors.

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

This program provides both a service and a product to participants. The service entails a train-the-trainer model that will provide an immediate response to the significant demand from educators working with students to address challenging behaviors that affect student learning and contribute to teacher burnout. The train-the-trainer approach will not only allow educators to be trained immediately, but these educators will be provided with resources to bring back to their schools to ensure sustainability and scalability of the program.

This evidence-based framework is grounded in a neuroscientific approach and has been adopted in a number of SAUs in the state and found to be effective.

The Provider is uniquely qualified for this work as they are the author of the program and the only Provider able to deliver the program, which is a combination of trauma-informed, neuroscientific information to educators. In addition, this Provider has an established network of facilitators and colleagues who can deliver ten 2-day in-person trainings throughout the State in the first months of school when this targeted training is most needed.

Given the significant and immediate demand from the field, it is crucial that this service and product be scaled throughout the state as early as possible in the 2023-24 school year. As the Provider has existing relationships through the state and familiarity with the Maine education environment, they are uniquely situated to bring these services to Maine schools in the timeline needed.

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

The costs are consistent with other in-person trainings and the resources that are provided to participants are at a reduced cost.

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


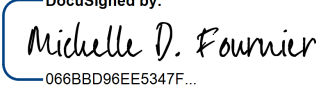
This is one-time funding. Future competition for the services and resources are not expected.

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 Chuhta, Deputy Commissioner	Date:	9/8/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small>		
Typed Name:	Michelle D. Fournier	Date:	9/12/2023

Certificate Of Completion

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Subject: Please DocuSign This Document	
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Document Pages: 22	Signatures: 2
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
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Signer Events

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

Signature



Signature Adoption: Drawn on Device
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Timestamp

Sent: 9/8/2023 12:46:23 PM
Viewed: 9/8/2023 12:46:37 PM
Signed: 9/8/2023 12:48:04 PM
Freeform Signing

Electronic Record and Signature Disclosure:
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

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Intermediary Delivery Events

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Timestamp

Certified Delivery Events

Status

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Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/8/2023 12:46:23 PM
Certified Delivered	Security Checked	9/8/2023 12:46:37 PM
Signing Complete	Security Checked	9/8/2023 12:48:04 PM
Completed	Security Checked	9/8/2023 12:48:04 PM

Payment Events

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