

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:		DEPT OF EDUCATION – Education In The Unorganized Territories			
Department Contract Administrator or Grant Coordinator:		Gary Lewis			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 14,500.00	Advantage CT / RQS #:	05C 20230814*405		
CONTRACT	Proposed Start Date:	08/31/23	Proposed End Date:	08/14/2024	
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:		Maxine Caler 62 Caler Rd., Centerville, ME 04623 mummamc1@yahoo.com VC0000182406			
Brief Description of Goods/Services/Grant:		Student transportation for 1 UT Centerville Twp student. This qualified provider is willing to continue on an annual basis at this time.			

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
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL 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.**

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PART III: SUPPLEMENTAL INFORMATION

Students residing in the unorganized territories will be provided transportation services as identified by statute. It is not cost effective to place a bus and driver in this remote location to transport 1 student. The EUT is permitted to pay for the transportation of students under 20-A M.R.S.A, Chapter 119- §3252(5):

Transportation and board. The costs of transportation or board for students under this section may be paid in full or in part by the commissioner except that the commissioner may not provide or reimburse parents for providing transportation of students over roads that have not been accepted by the county as public roads or do not meet Department of Transportation standards. Beginning with fiscal year 2009-10, the commissioner may not reimburse parents for the transportation of a student.

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

There is very limited availability of service providers in the EUT to provide these services. The EUT reaches out to potential qualified providers to identify those that are willing and able to provide the service. This Provider has the availability to perform the necessary services and holds the required insurance and a valid Maine driver's license.

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


Ms. Caler has provided transportation (CT 05C 20210806*285) for the past several years, while the agreed rate has increased incrementally the rate to transport for the 22-23AY (\$14,500.00 or \$82.86/day.) will remain static for the 23-24AY.

It is not cost effective to place a State bus and driver in this remote location to transport 1 student.

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

The UT 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.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel A. Chuhta	Date:	9/6/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Michelle Fournier</i>		
Printed Name:	MITCHELLE FOURNIER <small>0668DD96EE5347E</small>	Date:	9/13/2023


Certificate Of Completion

Envelope Id: 44163537A2134E74AF8AE89F014C3F83	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 9/6/2023 1:22:05 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

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 72.231.250.95	Sent: 9/6/2023 1:22:06 PM Viewed: 9/6/2023 1:22:18 PM Signed: 9/6/2023 1:23:25 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	9/6/2023 1:22:06 PM
Certified Delivered	Security Checked	9/6/2023 1:22:18 PM
Signing Complete	Security Checked	9/6/2023 1:23:25 PM
Completed	Security Checked	9/6/2023 1:23:25 PM

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