



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Marcus Mrowka	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 502,287.50	Advantage CT / RQS #:	CT05A20230811*0323
CONTRACT	Proposed Start Date:	9/1/2023	Proposed End Date: 12/31/2024
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:		Educate Maine/Jason Judd, Portland, Maine	
Brief Description of Goods/Services/Grant:		ARP Grant for support of the creation of the Maine Center for Teaching and Learning to recruit, retain, and support a vibrant teaching workforce and provide ongoing professional learning to educators.	

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 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.

The Department of Education will partner with Educate Maine in the development of the Maine Center for Teaching and Learning initiative. The COVID-19 pandemic exacerbated the teacher shortage here in Maine and across the country. Further, teachers need additional support and resources to help students recover from the long-term impacts of the pandemic on student learning and wellbeing.

The mission of the Maine Center for Teaching and Learning is to support and advance a vibrant educator workforce in Maine that supports student achievement and success. This includes developing strategies to recruit and retain high-quality educators in Maine as well as providing teacher-led professional learning, resources, and supports for current educators to support a whole student approach and help all students in Maine thrive. The Center will be administered by Educate Maine, an education and business nonprofit organization, in partnership with key education organizations and the Maine Department of Education. The Center will provide leadership and continuity to implement sustained strategies connected to the Teach Maine strategies and will serve as a catalyst for teacher-led innovation across the state.

This partnership is linked to the Teach Maine plan around recruitment and retention of the education workforce in Maine.

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

Educate Maine is the only organization of its type with the expressed purpose of bringing together education, business, and other stakeholders to strengthen Maine's education system. Educate Maine already serves as a key trusted hub for educators and education organizations across the state and works to support and strengthen the teaching profession. Educate Maine currently administers the Maine County Teacher of the Year and Teacher of the Year programs for the Department and leads the Education Leaders Experience program and other professional learning opportunities for educators. They have a vast network of dedicated, talented, and innovative educators to engage in the formation, development, and leadership of the Center with statewide reach. There is no other organization with the established relationships with educators, with the mission to bring together education stakeholders, and the infrastructure to support the creation of the Maine Center for Teaching and Learning to support all current and future educators in the state of Maine. by administering Maine's County Teacher of the Year and Teacher of the Year program.

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

The Department of Education is being given access to these services at cost with no mark up from the vendor. Funding will be allocated through ARP grants (not MRJP).

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

PART III: SUPPLEMENTAL INFORMATION

This is for a limited period partnership. If any similar organizations were to form in the future they would be considered as well.

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:	9/1/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/13/2023

Certificate Of Completion

Envelope Id: E8C5CF6209564E61A2527B5EBA56DE58	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
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: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 9/1/2023 12:35:15 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

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 9/1/2023 12:35:17 PM Viewed: 9/1/2023 12:35:26 PM Signed: 9/1/2023 12:37:18 PM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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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	9/1/2023 12:35:17 PM
Certified Delivered	Security Checked	9/1/2023 12:35:26 PM
Signing Complete	Security Checked	9/1/2023 12:37:18 PM
Completed	Security Checked	9/1/2023 12:37:18 PM

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Envelope Id: 04D3690B4B1443778B1A1C8A936BAE48	Status: Completed
Subject: Complete with DocuSign: Signed Educate Maine PJF.pdf ITP-232165	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 76.28.45.11

Record Tracking

Status: Original 9/13/2023 8:35:57 PM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: DocuSign

Signer Events

Joseph Zrioka
joseph.a.zrioka@maine.gov
Director of IT Procurement
State of Maine - Office of Information Technology
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
Using IP Address: 76.28.45.11

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Olivia Schafer
olivia.schafer@maine.gov
Security Level: Email, Account Authentication (None)

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Katherine Warren
katherine.warren@maine.gov
Education Data Manager- MDOE
Maine Department of Education
Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

Carbon Copy Events	Status	Timestamp
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Jennifer L Tarr
Jennifer.L.Tarr@maine.gov
DOE Procurement Director
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication
(None)

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Electronic Record and Signature Disclosure:
Accepted: 5/20/2021 2:29:25 PM
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

ITPROC
itprocurement@maine.gov
Security Level: Email, Account Authentication
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	9/13/2023 8:40:27 PM
Certified Delivered	Security Checked	9/13/2023 8:40:37 PM
Signing Complete	Security Checked	9/13/2023 8:40:46 PM
Completed	Security Checked	9/13/2023 8:40:49 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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