



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 4 columns and 10 rows containing procurement details such as Department Office/Division/Program, Amount (\$ 12000.00), Proposed Start Date (8/6/2024), and Vendor/Provider/Grantee Name (Kim Strobel).

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 and 7 rows listing justification options A through L, with option C (Single Source/Unique Vendor) 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.

Kim Strobel is one of three keynote speakers deemed relevant to the theme of supporting the whole student and school community for our 2024 Annual Summit.

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

Kim Strobel is a renowned motivational speaker, sought after by schools, businesses, and organizations worldwide. With her powerful message about the impact of happiness on well-being and the pursuit of fulfillment, she traverses the globe, sharing her insights. Kim specializes in empowering educators and professionals, equipping them with the necessary tools and strategies to shift their mindsets, reclaim their happiness, reignite their passion, and lead with purpose.

Drawing from her extensive background as a teacher and curriculum director, Kim's ultimate aim is to inspire her audience. Through her engaging talks, she presents captivating research, heartwarming anecdotes, and practical steps for achieving life-altering results.

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

Costs associated with a nationally renowned public speaker are generally in excess of the amount quoted. Costs include travel to participate in the summit, preparation and implementation of keynote. Funding allocated to support the keynote is ARP federal funding.

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

The executive planning team convenes to determine the theme and focus of the annual summit and a list of potential speakers is collated. Team members then request proposals from those who we believe will most align with the summit theme and the Maine DOE strategic priorities in addition, those whose costs are within the allotted budget for this line item. The Maine DOE will continue to ensure keynote speakers are of the highest quality and will solicit proposals from a variety of public speakers.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.



No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?
<input checked="" type="checkbox"/> Yes, the requesting Department signatory understands and acknowledges Title 17, Chapter 101, §3104 .

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	2/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	9/3/2024

Certificate Of Completion

Envelope Id: 66CCC24004F8478A81AA9BC8F0B689D1	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: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 2/28/2024 9:40:19 AM	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: 198.182.163.113

Timestamp

Sent: 2/28/2024 9:40:20 AM
Viewed: 2/28/2024 9:40:29 AM
Signed: 2/28/2024 9:41:15 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

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	2/28/2024 9:40:20 AM
Certified Delivered	Security Checked	2/28/2024 9:40:29 AM
Signing Complete	Security Checked	2/28/2024 9:41:15 AM
Completed	Security Checked	2/28/2024 9:41:15 AM

Payment Events

Status

Timestamps