



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 and 10 rows containing contract details such as Department Office, Amount (\$6,040.00), Dates (9/1/2024 to 6/30/2025), and Vendor Name (Brittany Arbo).

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 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.

The *Professional Learning Community (P: Emergent Literacy)* engages preschool teachers in regular, collaborative learning experiences to support their use of evidence-based language and literacy strategies when working with young children. The PLC materials are designed to guide preschool teachers as they collaborate through discussions, engage in hands-on activities, and reflect on their own implementation of strategies learned during the PLC with the support of peers and a trained facilitator. Through this collaborative learning experience, preschool teachers expand their knowledge base as they read, discuss, share, and apply evidence-based ideas and strategies.

In order to make this set of professional learning modules available to Maine early care and education professionals, the Department will need to recruit and train a team of facilitators. This contract will secure a literacy consultant to develop and utilize a training series for facilitators to equip them to use this professional learning resource.

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

The vendor holds a bachelor's degree in elementary education and a master's degree in K-12 literacy. She is a certified K-12 Literacy Specialist. The vendor has been a Maine educator with a focus on literacy and elementary education for 22 years with 14 years experience as a literacy specialist and coach. This vendor also has 8 years experience as an adjunct professor at the University of Maine teaching literacy courses. The vendor's experience and availability make her uniquely qualified to assist the Department in this work.

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

The cost required to support the work to thoroughly prepare in-person training based on the *Professional Learning Community: Emergent Literacy* modules was based on a reasonable number of hours to complete the work and has been outlined in a scope of work. The rate to secure this vendor is considered reasonable based on the rates other vendors are paid by the Maine DOE to prepare and present training.

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

If future work is required, the DOE will review the potential options that are aligned with procurement policies. Future instructional program enhancement projects will utilize a competitive process.

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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

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, Deputy Commissioner	Date:	9/6/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> DocuSigned by: <i>Kathy Paquette</i> <small>41C2BA36FAF44CD...</small> </div>		
Typed Name:	Kathy Paquette	Date:	9/18/2024

Certificate Of Completion

Envelope Id: 1E9DFB888CD941C9BF877675E83A76A8	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: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 9/6/2024 9:55:32 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: 72.231.250.95

Timestamp

Sent: 9/6/2024 9:55:33 AM
Viewed: 9/6/2024 9:56:15 AM
Signed: 9/6/2024 9:56:32 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	9/6/2024 9:55:33 AM
Certified Delivered	Security Checked	9/6/2024 9:56:15 AM
Signing Complete	Security Checked	9/6/2024 9:56:32 AM
Completed	Security Checked	9/6/2024 9:56:32 AM

Payment Events

Status

Timestamps