



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
 OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Education	
Department Contract Administrator or Grant Coordinator:		Julie A. Smyth, Office of School and Student Supports	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 950,000.00	Advantage CT / RQS #:	CT 05A 20230905*0612
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	9/8/2023	Effective Date:
	Previous End Date:	12/31/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		HERE this NOW, LLC Peterborough, NH	
Brief Description of Goods/Services/Grant:		Training and resources to support educators as they establish a safe environment conducive to student learning	

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 checked="" 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 checked="" 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.

As of September 28, 2024, 1200 educators in Maine have participated in The Regulated Classroom train-the-trainer professional development. There was significant demand for that training and there is a waiting list of educators seeking this intensive two-day training from the provider. This amendment extends this training opportunity by adding 600 additional slots to the existing contract. The amendment also includes robust implementation for participants after their completion of the training. To meet the continuing demand for trainings, Here This Now (HTN) will offer 10 in-person professional development events with implementation support to follow. By amending this contract to the end of 2025, the team behind this work will have the time and trainings necessary to meet educators’ needs as well as the demand for the program.

Participants in the two-day trainings (12 hours in total) with the author of the program are equipped with practices and tools to shift how they and their students experience stress in the moment. Participants also receive 15 guidebooks to be used in this train-the-trainer model, book study guide, grief and loss protocol, presentation resources from the training, and continued access to the author. An Educator “Classroom Co-Regulation” Toolkit, offered through this service at a discount, is sent to participants upon successful completion of the training.

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

HERE this NOW, LLC provides both a service and a product to participants. The service entails a train-the-trainer model that provides 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 not only allows educators to be trained immediately, but these educators are 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.

HERE this NOW, LLC 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. Educators have sought this training, and districts have hired the author to provide either 1-hour, 2-hour, or single day professional development events. Being able to provide Maine educators with intensive 2-day training is impactful and very-much needed. Adding trainings to the existing list of offerings will allow for more educators to learn the skills, which will ensure a more robust implementation of the framework in schools throughout the State. In addition, HERE this NOW, LLC has an established network of facilitators and colleagues who can deliver the additional in-person trainings this amendment supports.

Given the significant and immediate demand from the field, it is crucial that this service and product be scaled throughout the state of Maine. HERE this NOW, LLC has existing relationships

PART III: SUPPLEMENTAL INFORMATION

throughout the state and familiarity with the Maine education environment, making them uniquely situated to bring these services to Maine schools.

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

The per participant cost of this amendment, \$1,583.30, includes 12 hours of intensive training that qualify participants to return to their respective schools/districts to lead training in the framework. Every trainer is provided a toolkit that includes the highest quality sensory tools and resources that support implementation. They also receive 15 guidebooks to be distributed back to their respective schools/districts and access to in-person regional Communities of Practice to be able to receive additional support, consultation, and instruction for addressing concerns, enhancing rollout and real-time implementation needs. This cost takes into account the logistics to host a two-day event as well as the expertise of the presenter/author/facilitator. Should an individual educator want to attend a national conference of this caliber, they would pay for airfare, lodging, registration fees beyond that per-participant cost and have no access to follow-up nor materials to support the implementation. What this contract and amendment provides our Maine educators is beyond fair and reasonable pricing. Educator burnout is real, and we cannot afford not to support our field.

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, 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.

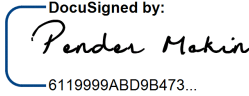
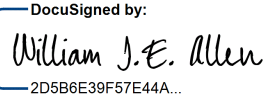
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

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):	 <small>DocuSigned by: Pender Makin 6119999ABD9B473...</small>		
Typed Name:	Pender Makin Commissioner	Date:	
Signature of DAFS Procurement Official:	 <small>DocuSigned by: William J.E. Allen 2D5B6E39F57E44A...</small>		
Typed Name:	William J.E. Allen	Date:	9/26/2024

NOI 0920241112 09/26/2024 - 10/03/2024