



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 fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

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 options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, 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.	<p>The purpose of this contract is to provide leadership training to the principals of the Edmunds and Connor schools in the Education in the Unorganized Territory (EUT)</p> <p>Since the start of the COVID-19 pandemic, schools across the country, including the EUT, have been facing an almost daily barrage of never-before-seen challenges that disrupted student learning and placed enormous strain on district staff, systems, and protocols. Principals have especially felt this stress and challenges</p> <p>Under this contract, the principals will receive 1:1 executive sessions throughout the academic year to help better themselves as individual leaders while managing today’s dynamic and challenging learning environments. The coaching will focus on long-term personal and strategic goals, problem-solve anticipated and unexpected challenges, preserve organizational and individual morale, and project stability during chaotic and disruptive periods. The coaching supports are customized for and co-designed with each individual principal.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The Provider offers unique training that is designed for school personnel. The Provider has worked with over 200 public school districts across the country, advising superintendents and their leadership teams on management strategies and educational best practices aimed at reaching better outcomes for students.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Negotiated rates are fair and reasonable when compared with other vendors providing leadership support services to schools.</p>
4. Describe the plan for future competition for the goods or services.	<p>The EUT continually seeks vendors who can meet professional development opportunities as needed. This is accomplished through Google web searches and regular contact and communications with other professionals and school districts statewide.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	

<input type="checkbox"/> 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.


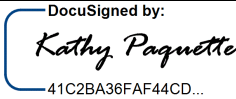
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

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	Date:	9/18/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	9/26/2024

Certificate Of Completion

Envelope Id: 37835D431C8A4E618AF2D312E54C5424	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.136


Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
9/18/2024 12:08:28 PM	Daniel.Chuhta@maine.gov	
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: 9/18/2024 12:08:29 PM
 Viewed: 9/18/2024 12:09:35 PM
 Signed: 9/18/2024 12:09:57 PM
 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	9/18/2024 12:08:29 PM
Certified Delivered	Security Checked	9/18/2024 12:09:35 PM
Signing Complete	Security Checked	9/18/2024 12:09:57 PM
Completed	Security Checked	9/18/2024 12:09:57 PM

Payment Events

Status

Timestamps