



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/Teaching and Learning/Early Learning			
Department Contract Administrator or Grant Coordinator:	Lee Anne Larsen, Director of Early Learning			
(If applicable) Department Reference #:	N/A			
Agency Department Code:	05A	Advantage CT / RQS #:	20240717000000000125	
Amount: (Contract/Amendment/Grant)	\$14,508			
CONTRACT	Proposed/Original Start Date:	9/1/2024	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:	9/30/2026	New End Date (if Applicable):	04/30/2027
GRANT	Project Start Date:	5/1/2026	Grant Start Date:	
	Project End Date:	12/31/2027	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Melissa Early Education, LLC Dublin, CA			
Brief Description of Goods/Services/Grant:	Instructional program development and provision of coaching/professional learning support for Maine DOE's Pre-K HQIM pilot associated with its For ME Instructional Program development.			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

☐	A. Competitive Process	☒	G. Grant
☒	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice

☐	F. Higher Education Cooperative Project	☐	L. Other Authorization
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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.	Since 2018, Maine has been developing open-source, interdisciplinary instructional programs for the Pre-K to Grade 2 span (For ME Instructional Programs). These programs are based upon curricula originally developed by the Boston Public Schools. During the time period between 2018 to present, the Maine DOE's work has been supported by the named consultant who worked with the Boston Public Schools on the design and implementation of its curriculum. In Spring of 2026, the Maine DOE was awarded a grant by the Council of Chief State School Officers (CCSSO) to extend its work by adapting Boston's newest preschool version of program for use in Maine. Funding for this work is also being supported by Maine's F2026 Preschool Development Grant. The new preschool version supports both 3- and 4-year-olds, a critical need in Maine with transition of the responsibility for early childhood special education for children age 3-5 to Maine's school administrative units and expansion of public preschool for 3- and 4-year-olds. This amendment adds additional funding for the vendor to support the pilot of the instructional program for 3- and 4-year-olds in Maine classrooms and to begin the process of making the necessary adaptations to the program for use in Maine.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	The CCSSO grant awarded this spring specifically directed Maine DOE to work with the provider for this additional work. As Maine's instructional program development is already underway, it is essential for the Maine Department of Education (DOE) to maintain continuity by continuing to work with this vendor to support the implementation of the programs already developed. Their familiarity with both the instructional materials and prior collaboration with the Maine DOE uniquely positions them to advance Maine's open-source instructional programs. To date, the vendor has met all contract deliverables on time and quality has met expectation.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The proposed budget for continuing this work utilizes the same cost structure. The vendor's previous hourly rate of \$95/hour has been reduced to \$93/hour for her services and expertise in this amendment. This vendor is equipped to provide all of the required deliverables on the needed timeline (e.g., program adaptations and enhancements, professional learning, ongoing consultation). If multiple vendors were hired for each of these required deliverables, costs would be significantly higher. Additionally, the timeline may be compromised as new vendors would need to become knowledgeable about the previous work and may not have necessary background in the instructional program design which this vendor brings.
4. Describe the plan for future competition for the goods or services.	

PART III: SUPPLEMENTAL INFORMATION

The Maine DOE plans to continue open-source, interdisciplinary instructional program development beyond the final year of PDG funding. To sustain progress and maintain consistency of this work, the partnership with this vendor will be maintained. Future instructional program development projects unrelated to Boston's Focus curricula (Pre-K to Grade 2) shall 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).

☐ Yes, ARPA funds (025) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Pender Makin

9/18/2026

Typed Name:

A. Pender Makin

Date:

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****

Signature of DAFS
Procurement Official:

Signed by:

Sterling Doiron

4C537C52B586437...

Typed Name:	Sterling Doiron	Date:	9/22/2026
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Certificate Of Completion

Envelope Id: BCF09209-74C3-8061-81C5-569F7EBD9F21

Status: Completed

Subject: Complete with Docusign: Melissa Early Education Amendment August 2026 Procurement Justification Form

Source Envelope:

Document Pages: 4

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Certificate Pages: 1

Initials: 0

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Commissioner

Carahsoft OBO Maine Department of Education

Security Level: Email, Account Authentication (Optional)

Signature Adoption: Pre-selected Style

Using IP Address: 67.249.18.213

Sent: 9/18/2026 11:24:05 AM

Viewed: 9/18/2026 11:24:10 AM

Signed: 9/18/2026 11:24:38 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

9/18/2026 11:24:05 AM

Certified Delivered

Security Checked

9/18/2026 11:24:10 AM

Signing Complete

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9/18/2026 11:24:38 AM

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Security Checked

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Payment Events

Status

Timestamps

Certificate Of Completion

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Source Envelope:

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Initials: 0

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111 Sewall Street

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Augusta, ME 04333

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Signer Events	Signature	Timestamp
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Electronic Record and Signature Disclosure:

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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
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Certified Delivered	Security Checked	9/22/2026 8:55:50 AM
Signing Complete	Security Checked	9/22/2026 8:56:03 AM
Completed	Security Checked	9/22/2026 8:56:03 AM
Payment Events	Status	Timestamps