

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DEPT OF EDUCATION – Education In The Unorganized Territories		
Department Contract Administrator or Grant Coordinator:		Cathy Severance		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$10,000.00	Advantage CT / RQS #:	CT 05C20210910*637	
CONTRACT	Proposed Start Date:	09/01/21	Proposed End Date:	08/31/2022
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		The O.T. Spot, LLC 4 School St., Ste 2, Milbridge, ME 04658 207-546-0723 VC 0000 250870		
Brief Description of Goods/Services/Grant:		The purpose of this Contract is to provide OT & SPCH services to EUT students as required per DOE- SPED MUSER regulations. This provider is a sole source provider as inquiries as to availability of qualified providers has not been successful for the rural areas of the UT's in previous years. Contractor will provide OT & SPCH services during academic year 2021-2022. The contractor will be paid \$54.00 per hour for services rendered up to the contract total of \$10,000.00. CT will be amended for added funds should the need for add'l services increase as the school year progresses.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	x	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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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.

Student's residing in the unorganized territories will be provided SPED services as identified by statute. Closings of hospitals and clinics in certain areas around the UT's that have student's needing services has created an even greater shortage of providers in rural remote areas.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The EUT reaches out to and is willing to contract with any willing and qualified provider to perform the necessary services. The EUT has located a company that is qualified as a service provider at a comparable and reasonable cost to previous vendors.

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

The EUT has located this qualified vendor as a needed service provider within and average reasonable cost of \$54/hr as compared to previous vendors @ \$50-70/hr.

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

The UT continually inquires, coordinates and collaborates with local area school districts as well as other Special Education Services providers in order to gain information in order to acquire willing providers who are qualified and/or already providing services in other local districts.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Richard Colpitts</i>		
Printed Name:	Richard Colpitts	Date:	10/1/2021
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier	Date:	10/7/2021