



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF 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 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

| | | | |
|---|----------------------|--|------------------------------|
| Department Office/Division/Program: | | Maine Department of Education | |
| Department Contract Administrator or Grant Coordinator: | | Katherine JH Warren | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 157,131 | Advantage CT / RQS #: | 20230522*3311 |
| CONTRACT | Proposed Start Date: | 6/1/2023 | Proposed End Date: 5/31/2028 |
| 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: | | National Student Clearinghouse Herndon, VA | |
| Brief Description of Goods/Services/Grant: | | State and student level information on the attendance of former high school student in postsecondary institutions. | |

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 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 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.

The Clearinghouse provides a nationwide, central repository of information on student postsecondary enrollment, degrees, diplomas, certificates and other educational achievements

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

National Student Clearinghouse is the sole provider of the required services.

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

Negotiated rates are unchanged from the previous 5 year contracted prices.

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

Once the allowable extensions run out, the Department will explore options

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



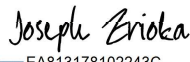
Typed Name:

Daniel A. Chuhta

Date:

8/18/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

EA813178102243C

Procurement Justification Form (PJF)

| | | | |
|--------------------|---|--------------|-----------|
| Typed Name: | Joseph Zrioka, Director of IT Procurement | Date: | 8/15/2023 |
|--------------------|---|--------------|-----------|

Certificate Of Completion

| | |
|---|---------------------------|
| Envelope Id: 186C324C447843FC963E1740DA46F6EE | Status: Completed |
| Subject: Complete with DocuSign: NSC (PJF)_REV 4.4.2023.docx ITP-231957 | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 1 |
| Certificate Pages: 5 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Joseph Zrioka |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | joseph.a.zrioka@maine.gov |
| | IP Address: 76.28.45.11 |


Record Tracking

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| 8/15/2023 1:31:39 PM | joseph.a.zrioka@maine.gov | |
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| Storage Appliance Status: Connected | Pool: State of Maine - Office of Information Technology | Location: DocuSign |

Signer Events

Joseph Zrioka
joseph.a.zrioka@maine.gov
State of Maine - Office of Information Technology
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Signature Adoption: Pre-selected Style
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| Agent Delivery Events | Status | Timestamp |
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| Intermediary Delivery Events | Status | Timestamp |
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| Certified Delivery Events | Status | Timestamp |
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| Carbon Copy Events | Status | Timestamp |
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| | | |
|--|---|----------------------------|
| Katherine Warren katherine.warren@maine.gov Education Data Manager- MDOE Security Level: Email, Account Authentication (None) |  | Sent: 8/15/2023 1:36:39 PM |
|--|---|----------------------------|

Electronic Record and Signature Disclosure:
Accepted: 12/9/2022 3:33:50 PM
ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

| | | |
|---|---|----------------------------|
| Jennifer L Tarr Jennifer.L.Tarr@maine.gov DOE Procurement Director Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication (None) |  | Sent: 8/15/2023 1:36:40 PM |
|---|---|----------------------------|

Electronic Record and Signature Disclosure:
Accepted: 5/20/2021 2:29:25 PM
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

| Carbon Copy Events | Status | Timestamp |
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Olivia Schafer
olivia.schafer@maine.gov
Security Level: Email, Account Authentication
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ITPROC
itprocurement@maine.gov
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| Notary Events | Signature | Timestamp |
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| Envelope Summary Events | Status | Timestamps |
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|---------------------|------------------|----------------------|
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| Certified Delivered | Security Checked | 8/15/2023 1:36:32 PM |
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| Completed | Security Checked | 8/15/2023 1:36:41 PM |

| Payment Events | Status | Timestamps |
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.

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Daniel A. Chuhta

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Daniel.Chuhta@maine.gov

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Daniel.Chuhta@maine.gov

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Payment Events**Status****Timestamps**