



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:		Department of Education, Workforce Development and Innovative Pathways, Adult Education	
Department Contract Administrator or Grant Coordinator:		David McDonough	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$60,000	Advantage CT / RQS #:	20220916*0824
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	10/1/2022	Effective Date:
	Previous End Date:	9/30/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Lifelong Enterprises II, LLC/PSI Services, LLC, Glendale, CA	
Brief Description of Goods/Services/Grant:		high school equivalency assessment	

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 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.

Since 2014, Maine's high school equivalency test has been the HiSET. Over 80 HiSET testing centers are located throughout Maine through local adult education programs. The State of Maine Office of Adult Education oversees this effort and by statute, provides high school equivalency programming and testing at no cost to Maine residents.

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

The initial contract was awarded under RFP#201804084 and included two renewals through September 30, 2023. HiSET now operates under a new parent company named PSI Services and this contract is due to expire on September 30th, 2023. In order to give time for a new RFP process (currently under OIT review) and to avoid loss of testing during the academic year a contract extension until June 30th, 2024, has been submitted with this PJF.

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

It is anticipated that the costs may slightly increase in January 2024, but they still will be similar to last year's contract which was aligned with the RFP.

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

A new RFP is currently in process and undergoing OIT review with a start date of July 1st, 2024.

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.

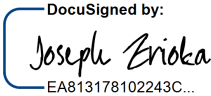
PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Procurement Justification Form (PJF)

Typed Name:	Daniel A. Chuhta	Date:	9/21/2023
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/11/2023

Certificate Of Completion

Envelope Id: B156E6ABF57A455EA6BCC75B6402A795	Status: Completed
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Document Pages: 12	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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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: 72.231.250.95

Timestamp

Sent: 9/21/2023 1:55:48 PM
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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**

Envelope Sent	Hashed/Encrypted	9/21/2023 1:55:48 PM
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Payment Events**Status****Timestamps**