



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		
Department Contract Administrator or Grant Coordinator:		Amy Poland		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 33,333.00	Advantage CT / RQS #:	20221216*1696
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	12/22/2021	Effective Date:	9/22/2022
	Previous End Date:	6/30/2023	New End Date:	6/30/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Treasurer of Machias		
Brief Description of Goods/Services/Grant:		Educational services that prepare adult students for post-secondary education and training, including academic and success supports and employability skills.		

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

Maine adult education programs provide critical educational services for adult learners to prepare them for post-high school education and training. Programming in foundational academics, employability skills, and skills for success in college, career, and life, supports the college and career goals for adult students and assists them in their paths to a credential of value and high-quality employment. Most high-growth jobs in Maine require a credential beyond high school, and by 2020, 66% of jobs will require a credential (Educate Maine, Education Indicators for Maine Report, 2017). Increasing access and persistence to post-high school education and training is necessary for a strong Maine economy and workforce.

College transitioning programming, as part of a career pathways program, are part of the definition of adult education in Maine Statute. The Workforce Innovation and Opportunity Act (WIOA), under Title II—Adult Education and Literacy, includes in its purposes to “assist adults... in the transition to postsecondary education and training, including through career pathways...”

This funding will allow the vendor to provide targeted services to enhance programming for student transitions to college and career and provide the necessary supports for student success.

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

Additional funding for \$33,333 was originally added in error to contract 20211208\*1437. This is a correction to add funds to contract 20221216\*1696.

Funding was provided to Maine adult education programs to support academic and workforce programming. The vendors are Maine adult education program that currently provide academic and workforce services to adult learners, including services that support the transition to an education and training program that results in a credential of value and/or high-quality employment.

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

The state office of adult education distributed an additional \$33,333.00 to each of its nine regional hubs so that they can continue their work.

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

The state office monitored how these funds are being used to enhance academic and workforce programming and determined how these funds were allocated to Maine adult education programs.

**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:

10/4/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:



Typed Name: Michelle Fournier

Date:

10/13/2023

**Certificate Of Completion**

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**Signer Events**

Daniel A. Chuhta  
Daniel.Chuhta@maine.gov  
Deputy Commissioner  
Maine Department of Education  
Security Level: Email, Account Authentication (None)

**Signature**


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