

**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:		Dept. of Education / Office of Innovation / RREV Grant	
Department Contract Administrator or Grant Coordinator:		Beth Lambert / Elaine Bartley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,800.00	Advantage CT / RQS #:	20231002000000000539
CONTRACT	Proposed Start Date:	10/6/2023	Proposed End Date: 12/30/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:	8/1/2021	Grant Start Date: 8/3/2020
	Project End Date:	6/30/2024	Grant End Date: 7/31/2024
Vendor/Provider/Grantee Name, City, State:		VC0000265418 MAVERICK PDM LLC Costa Mesa, CA 92626	
Brief Description of Goods/Services/Grant:		The internal components for the RREV van. They are premade for our specific van. We will install them ourselves.	

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


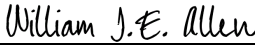
Please respond to ALL of the questions in the following sections.

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.	<p>We spoke with Procurement about the best way to purchase the internal components for our RREV cargo van that we will install ourselves. They suggested getting the quote from the company and doing an RQS. We have done that. The quote is attached. The RQS is in draft form awaiting a signed PJF.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Given our window of time for this project is extremely tight, we researched which companies would be able to get us what we needed with stock readily available. We needed to have an internal setup where we could offer professional development onsite and from inside the van. In essence, we needed to have an internal office-like space where we could work with folks. We researched various sites and all but one would sell individual parts. The only company that offered a pre-designed unit that would fit our van exactly was Vantopia. The kit we have identified will suit our mobile professional development needs. This company also has premade kits ready so could ship immediately upon order. This suited our very tight timeline. We only have this school year to use the van for this project as our project ends in June 2024. We have 42 road trips planned for the school year and would like to have the set up complete for the majority of these trips as our internal status will impact what we can offer when on site.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>This company and their kit options were less expensive than some of the other a-la-cart options we explored.</p>
4. Describe the plan for future competition for the goods or services.	<p>We would utilize Procurement Services competitive bid process for future needs.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS	
The signatures below indicate approval of this procurement request.	

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	10/13/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	10/13/2023

NOI 1020231121 10/16/2023 - 10/22/2023

Certificate Of Completion

Envelope Id: BA370F1466F147758E9A60CEE93D0023	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 10/13/2023 2:16:23 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
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: 198.182.163.113

Timestamp

Sent: 10/13/2023 2:16:24 PM
Viewed: 10/13/2023 2:17:55 PM
Signed: 10/13/2023 2:22:23 PM
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	10/13/2023 2:16:24 PM
Certified Delivered	Security Checked	10/13/2023 2:17:55 PM
Signing Complete	Security Checked	10/13/2023 2:22:23 PM
Completed	Security Checked	10/13/2023 2:22:23 PM

Payment Events

Status

Timestamps