



## PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW			
Department Office/Division/Program:	Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:	Stacey Bean		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 75,000.00	Advantage CT / RQS #:	20240202*2148
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>1/1/2024</b>	Effective Date:
	Previous End Date:	<b>12/31/2024</b>	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Best Buddies International Inc. 100 SE 2 <sup>nd</sup> Street, Ste 2200 Miami, FL 33131		
Brief Description of Goods/Services/Grant:	Best Buddies will provide services that assist Maine students in building the skills required to be college and career-ready through the delivery of activities that increase social interactions between students with IDD and their typical peers. To create more inclusive Maine schools and communities.		

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.

Students with IDD will benefit from increased opportunities to interact with their typical peers in Maine, where 94.4 percent of public-school students ages 6-21 with intellectual disabilities spend a significant part of the school day in separate settings (U.S. Department of Education, 2021-2022). Despite nationwide gains in inclusive education, a 2013 study by Carter, Gotham, Harvey, and Taylor concluded that “there is a qualitative difference between *being present* in a community and *having a presence in* a community. [The authors] suggest this difference may depend in part on the development of valued relationships and a sense of belonging.”

The exclusion and isolation of students with IDD from their regular education classrooms function as significant physical barriers inhibiting interactions between the student populations. Even when students with IDD and their typical peers do share a classroom, “interaction rarely occurs without intentional programming,” since students with IDD frequently work alone or separated from their typical peers (Carter, 2017). Studies have found that students with IDD are at higher risk of experiencing bullying than their typical peers, due to deficits in social and communication skills. (Rose et al., 2011) Student experiences in the classroom vary by disability, whereby students with autism experience high rates of bullying in inclusive settings, and students with IDD face increased bullying when they are in restrictive settings. (Rose et al., 2015) Regardless of the educational setting, students with IDD face increased rates of victimization due to social and communication deficits and social marginalization (Rose & Gage, 2017). The Best Buddies in Maine Friendship and Social Inclusion Project would address these barriers by creating opportunities for meaningful social interactions and relationships for students with intellectual and developmental disabilities, who often experience isolation and loneliness.

Amendment to extend the date of the contract to two years.

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

Best Buddies® is a nonprofit 501(c)(3) organization dedicated to establishing a global volunteer movement that creates opportunities for one-to-one friendships, integrated employment, and leadership development for people with intellectual and developmental disabilities (IDD).

Founded in 1989 by Anthony K. Shriver, Best Buddies is a vibrant, international organization that has grown from one original chapter to nearly 3,000 middle school, high school, and college chapters worldwide, positively impacting the lives of over 1.3 million people with and without IDD. Best Buddies programs engage participants in each of the 50 states and in 49 countries around the world.

Best Buddies in Maine was established in 2019 and has since grown to support 236 students at chapters at 29 schools across the state. The participants in Best Buddies programs have a positive impact on the lives of nearly 2,360 Mainers.

There is no other organization that provides this social emotional, transition focused, leadership opportunity for students with and without disabilities in the state.

The Best Buddies model for inclusive, community-based programs for people with IDD has been developed over the course of 35 years. Best Buddies is the only school-based organization that

**PART III: SUPPLEMENTAL INFORMATION**

uses a one-to-one friendship model to promote inclusion between students with IDD and their typical peers.

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

Best Buddies requests an investment of \$75,000 from the Maine Department of Education to create an additional ten inclusive school communities. These funds will support volunteer training, staff supervision of school-based chapters, and program expansion efforts. The Department of Education will be able to nearly double our impact in the state, reaching approximately 340 students and positively affecting the lives of 3,400 Maine community members.

The costs for this program are comparable to rates for this type of program in other states.

The breakdown of expenses for the FY25 project would be as follows:

Program Operations: \$63,120  
 Program Training: \$4,380  
 Program Management: \$7,500

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

Any future need for improvement work across the state will be discussed and then processed in accordance with State procurement policies and procedures.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Megan Welter</i>		
Typed Name:	Megan welter	Date:	9/13/2024
Signature of DAFS Procurement Official:			
Typed Name:	kathy Paquette	Date:	9/30/2024

**Certificate Of Completion**

Envelope Id: 8C87313824C24F81B5FEF488F356917A	Status: Completed
Subject: Here is your signed document: Procurement Justification Form - Amendment - Best Buddies Maine.docx	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Megan Welter megan.welter@maine.gov
Enveloped Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 9/13/2024 4:27:35 PM	Holder: Megan Welter megan.welter@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signer Events	Signature	Timestamp
Megan Welter megan.welter@maine.gov Associate Commissioner of Public Education Security Level: Email, Account Authentication (None)	<i>Megan Welter</i>  Signature Adoption: Pre-selected Style Using IP Address: 98.2.196.75	Sent: 9/13/2024 4:27:36 PM Viewed: 9/13/2024 4:27:49 PM Signed: 9/13/2024 4:29:34 PM Freeform Signing

**Electronic Record and Signature Disclosure:**  
Accepted: 2/22/2022 8:43:12 AM  
ID: a3f5e052-e68a-4555-b08f-3ab2586f161c

**In Person Signer Events**

**Editor Delivery Events**

**Agent Delivery Events**

**Intermediary Delivery Events**

**Certified Delivery Events**

**Carbon Copy Events**

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
Stacey Bean stacey.bean@maine.gov Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/13/2024 4:29:35 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**Witness Events**

**Notary Events**

**Envelope Summary Events**

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/13/2024 4:27:36 PM
Certified Delivered	Security Checked	9/13/2024 4:27:49 PM
Signing Complete	Security Checked	9/13/2024 4:29:34 PM
Completed	Security Checked	9/13/2024 4:29:35 PM

**Payment Events**

**Status**

**Timestamps**

**Electronic Record and Signature Disclosure**

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

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### **Withdrawing your consent**

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.

### **Consequences of changing your mind**

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.

### **All notices and disclosures will be sent to you electronically**

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 Department of Education:**

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: [jennifer.l.tarr@maine.gov](mailto:jennifer.l.tarr@maine.gov)

### **To advise Carahsoft OBO Maine Department of Education 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 [jennifer.l.tarr@maine.gov](mailto:jennifer.l.tarr@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 paper copies from Carahsoft OBO Maine Department of Education**

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 [jennifer.l.tarr@maine.gov](mailto:jennifer.l.tarr@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 [jennifer.l.tarr@maine.gov](mailto:jennifer.l.tarr@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 Department of Education 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 Department of Education during the course of your relationship with Carahsoft OBO Maine Department of Education.