



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

| 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) | | \$ 10,000.00 | Advantage CT / RQS #: | 20240911*0531 |
| CONTRACT | Proposed Start Date: | 10/23/2024 | Proposed End Date: | 10/23/2024 |
| 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: | | Inspire Inclusion LLC 7518 Travertine PL Manlius, NY 13104 | | |
| Brief Description of Goods/Services/Grant: | | Dr. Julie Causton will be the keynote speaker at The Maine Inclusive Education Leadership Symposium | | |

| 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>For the Inclusive Education Leadership Symposium, the Maine DOE Office of Special Services & Inclusive Education is bringing together SAU leaders, educators, families, and self-advocates to learn more about inclusionary practices for schools. This keynote by Dr. Causton is necessary for their professional learning in this setting and will provide the support they need to create action plans.</p> |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | <p>Dr. Causton has distinct expertise in supporting administrators, schools and districts through systemic change related to inclusion. She is the co-author of <i>The Way to Inclusion: How to Create Schools Where Every Student Belongs</i>. The founder and CEO of Inclusive Schooling. She is a former tenured Professor in the Inclusive and Special Education Program in the Department of Teaching and Leadership at Syracuse University where she headed the inclusive elementary education program. Julie has spent the past 25 years studying best practices for inclusive education. A former elementary, middle and high school special education teacher herself, she knows firsthand how inclusion leads to better outcomes for students. Julie is the author of a dozen books about inclusive education, and she has published articles in over thirty educational research and practitioner journals.</p> |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | <p>Her fees are comparable to other expertise in the field related to inclusion.</p> |
| 4. Describe the plan for future competition for the goods or services. | <p>Any future need for Inclusion work across the state will be discussed and then processed in accordance with State procurement policies and procedures.</p> |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|--|--|
| Does this request utilize ARPA/MJRP funds? | |
| <input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s). | |
| <input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies. | |
| <input checked="" type="checkbox"/> 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): | DocuSigned by:  0CBBCAB0C2D5462... | | |
| Typed Name: | Erin Frazier | Date: | 10/2/2024 |
| Signature of DAFS Procurement Official: | DocuSigned by:  41C2BA36FAF44CD... | | |
| Typed Name: | kathy Paquette | Date: | 10/3/2024 |

Certificate Of Completion

| | |
|--|---------------------------|
| Envelope Id: 5FCC92726C2C4C2DA6898892FE24D874 | Status: Completed |
| Subject: Complete with DocuSign: Procurement Justification Form - Julie Causton.docx | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: |
| Envelopeld Stamping: Enabled | Stacey Bean |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | Stacey.Bean@maine.gov |
| | IP Address: 67.242.211.81 |

Record Tracking

| | | |
|--------------------------------------|-------------------------------------|--------------------|
| Status: Original | Holder: Stacey Bean | Location: DocuSign |
| 10/1/2024 2:23:55 PM | Stacey.Bean@maine.gov | |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Maine Department of Education | Location: DocuSign |

Signer Events

Erin Frazier
 erin.frazier@maine.gov
 Director of Special Services B-22
 Dir. Special Services Birth to 22, Maine DOE
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 0CBBCAB0C2D5462...
 Signature Adoption: Drawn on Device
 Using IP Address: 76.23.196.63

Timestamp

Sent: 10/1/2024 2:25:42 PM
 Viewed: 10/2/2024 7:42:05 AM
 Signed: 10/2/2024 7:42:14 AM

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 | 10/1/2024 2:25:42 PM |
| Certified Delivered | Security Checked | 10/2/2024 7:42:05 AM |
| Signing Complete | Security Checked | 10/2/2024 7:42:14 AM |
| Completed | Security Checked | 10/2/2024 7:42:14 AM |
| Payment Events | Status | Timestamps |