



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:		Education/Office of Federal Programs/Assessment		
Department Contract Administrator or Grant Coordinator:		Jodi Bossio-Smith		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$603,434.75	Advantage CT / RQS #:	20250401000000002274	
CONTRACT	Proposed Start Date:	07/01/2025	Proposed End Date:	06/30/2027
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:		Board of Regents of the University of Wisconsin System University of Wisconsin-Madison Wisconsin Center for Education Research (WCER) Madison, WI		
Brief Description of Goods/Services/Grant:		English language proficiency assessment and related administration, scoring, reporting deliverables (WIDA Core Package)		

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.

Federal law (Every Student Succeeds Act, or ESSA, of 2015) requires all states to administer an annual assessment of English Language Proficiency (ELP) to students identified as multilingual learners (federal terminology is English learners). Maine utilizes the WIDA ACCESS and results data to meet federal requirements and to inform services, resources, and planning for multilingual learners.

This agreement will be for two years, which ensures consistency and continuity of ELP assessment data over time, which is best for students, educators, and families. This also cuts down on the drain of resources required to reissue this memorandum of understanding every single year with few to no changes in the agreement.

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

The majority of state do not have a state-specific ELP assessment. In Maine, this cost is also not feasible. The WIDA Consortium consists of 42 other states and entities utilizing WIDA ACCESS for state ELP assessment. As a member of a large Consortium, Maine can utilize not only the WIDA ACCESS but also professional resources such as the English Language Development Standards and professional learning for teachers.

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

Currently, the costs are fair and reasonable in relation to prior years, scope of the contract and numbers of students participating.

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

Prior to the conclusion of this term, the Department will be conducting market research to determine if other sources are available. The Department will then determine whether an RFP is necessary and if so, will competitively procure this service.

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):			
Typed Name:	Daniel A. Chuhta	Date:	10/21/2025
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>7AA9094BA0244AB...</small> </div>		
Typed Name:	Nancy Tan, Acting Deputy CPO	Date:	10/22/2025


Certificate Of Completion

Envelope Id: 85DDE289-6D80-462F-BFFE-397EA47C8A04	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 3	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 10/21/2025 9:00:45 AM	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

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 142.105.194.99
	Sent: 10/21/2025 9:00:45 AM Viewed: 10/21/2025 9:01:08 AM Signed: 10/21/2025 9:01:35 AM 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	10/21/2025 9:00:46 AM
Certified Delivered	Security Checked	10/21/2025 9:01:08 AM
Signing Complete	Security Checked	10/21/2025 9:01:35 AM
Completed	Security Checked	10/21/2025 9:01:35 AM

Payment Events

Status

Timestamps