



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:		Education/Commissioner's Office	
Department Contract Administrator or Grant Coordinator:		Jessica Nixon	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ 7500	Advantage CT / RQS #:	20210817*380
CONTRACT	Proposed Start Date:	11/19/2021	Proposed End Date: 12/31/2021
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		American Program Bureau, Inc.	
Brief Description of Goods/Services/Grant:		Services of a speaker to present to DOE staff	

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 checked="" 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.

This contract is to obtain the services of Dr. John Medina to present to DOE staff as a professional development opportunity. His lecture will include work and teachings from his book(s) on Brain Rules. He will be able to discuss with staff a how the brain sciences might influence the way we teach our children and the way we work. This presentation has important and timely messages that we are hoping to share with DOE staff. The date of the presentation is Dec. 1st, therefore, the Department needs the contract in place as soon as possible to meet this deadline.

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

Dr. John Medina is a developmental molecular biologist with special research interests in the isolation and characterization of genes involved in human brain development and the genetics of psychiatric disorders. He has spent most of his professional life as an analytical research consultant, working primarily in the biotechnology and pharmaceutical industries on research issues related to mental health. He was founding director of the Talaris Research Institute, which supports researchers and he directed the Institute until 2006. He now is the director of the Brain Center for Applied Learning Research at Seattle Pacific University, which has worked on creating learning environments at Woodland Park Zoo. He is also an affiliate professor of Bioengineering at the University of Washington School of Medicine. He is uniquely qualified to present on this topic to DOE staff.

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

This rate is consistent with rates for high quality speakers who are the caliber of Dr. Medina.

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

This is a one-time unique service. If we need to secure future contractors, we will work with Procurement to ensure we follow all procurement policies and rules.

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

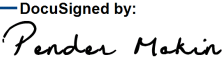

Does this request utilize ARPA/MJRP funds?

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):	DocuSigned by:  6119999ABD9B473...		
Typed Name:	Pender Makin, Commissioner	Date:	Click or tap to enter a date. 11/29/2021
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Click or tap here to enter text. Kathy Paquette	Date:	Click or tap to enter a date. 11/29/2021