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DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

## DIVISION OF 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 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:		Corrections, Long Creek Youth		
Department Contract Administrator or Grant Coordinator:		Catherine Curry		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)		\$ 30,000	Advantage CT / RQS #:	Click or tap here to enter text.
CONTRACT	Proposed Start Date:	9/6/2022	Proposed End Date:	12/31/2022
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:		Erin Chase Special Education Consulting		
Brief Description of Goods/Services/Grant:		Special Education Consulting – Long Creek		

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.

A special education director (033 certificate) is required by the state of Maine for any accredited high school. This means we must have someone contracted to work with our school for a minimum of 5 hours per month. This role will also provide us much needed supervision and structure in our special education program, which is a critical program in the AR Gould school.

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

Erin has worked with both special purpose private schools and public schools across Maine. This provides her a unique knowledge of how different levels of education systems work in this state. Our students often interact with the special purpose private schools Erin consults with, meaning she has significant knowledge of our student population and their needs. This is something that is unique to people who work with alternative school programming. Erin also has experience working with out of state placement students through her relationships with special purpose privates, this is another unique population we interact with frequently and her knowledge of their needs will prove to be essential in this role.

Erin's traditional public-school experience is critical because AR Gould is by definition a public school and therefore must follow public school rules. Erin's knowledge of special education law and how it interacts with public schools will be important in this role.

Erin's connection to other providers around the state will also allow us to subcontract for testing, student supports, and other roles that will need to be filled. Her wealth of connections and relationships will make acquiring new contract staff simpler and more effective.

Finally, Erin has acted in a consultant capacity at Long Creek and therefore has hands on, practical knowledge of our student body. Her combination of knowledge, experience, and hands on work make her the best candidate for this position.

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

The funding is typical for people with Erin's experience and background. Her rate is comparable to the rates of similar contactors across the state of Maine. The bulk of the funds will be allocated to salary, but a small portion will be allocated to resources and materials for her position – including recommended curriculum or tools to utilize with students.

All the special education contractors we have worked with have charged in the same range of rates as Erin.

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

This position will be posted on the purchases website per policy.  
Click or tap here to enter text.

**PART III: SUPPLEMENTAL INFORMATION****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: <i>Christine Thibeault</i> 9/7/2022 <small>1EE8D729BD7F495...</small>		
Typed Name:	Christine Thibeault, Associate Commissioner	Date:	Click or tap to enter a date.
Signature of DAFS Procurement Official:	DocuSigned by: <i>William J.E. Allen</i> <small>2D5B6E39F57E44A...</small>		
Typed Name:	Click or tap here to enter text.	Date:	Click or tap to enter a date.

william J.E. Allen

11/4/2022

NPO 1120221114 11/04/2022 - 11/10/2022