



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:		Office of School and Student Supports		
Department Contract Administrator or Grant Coordinator:		Melanie Junkins		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)		\$ 119,041.16	Advantage CT / RQS #:	05A 20230630*3829
CONTRACT	Proposed Start Date:	8/30/2023	Proposed End Date:	9/30/2024
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:		I'm Your Neighbor Books, Portland, ME 04101		
Brief Description of Goods/Services/Grant:		To secure goods and services from I'm Your Neighbor Books in the form of 16 mobile welcoming libraries and support in implementing the use of these texts at 16 sites in Maine. Support will be accomplished through the funding for a part-time position to support the logistics and continued technical assistance needed to ensure that the books in the welcoming library are being shared with groups of students and community volunteers to build conversations that support belonging. Learning will be documented using digital media so that it can be shared beyond the book club. Technical assistance will be documented as a record to inform what is needed to implement these books through book clubs within Maine schools..		

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.

I'm Your Neighbor books with assistance from the Maine Department of Education Social Emotional Learning and Cultural Responsive specialists, will both provide 16 Welcoming Libraries and offer technical assistance in developing both the foundational knowledge and skills necessary to implement instructional strategies and classroom management that ensures promising practices that support and include all students, their families, school personnel and community volunteers across 16 sites in Maine.

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

I'm Your Neighbor Books is the only vendor providing a collection of welcoming literature. Now nationwide, originally statewide, I'm Your Neighbor Books curates welcoming libraries with the mission of building a stronger America, one where immigrants are welcomed and where first-through-third-generation Americans truly belong. They facilitate deep engagement with the children's books that represent our New Arrival and New American communities. By curating, loaning, and gifting these diverse titles with educational materials, we:

- * Start conversations on modern immigration
- * Refute false narratives about communities of color
- * Create emotional connections to a vast diversity of voices
- * Share the joy and strength of immigrant and new generation families
- * Build the cultural competency of all readers
- * Lay the groundwork for cross-cultural communication

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

The costs associated with this grant represent the accepted value of the goods, the Welcoming Libraries. The costs associated with staffing represent the demands of our Maine economy. Funding was allocated through an ESSER grant, with a thorough process of review.

PART III: SUPPLEMENTAL INFORMATION

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

If, in the future, other providers within the state offer a similar service, and the Maine Department of Education has done its due diligence and discovered this competition will be part of the process of awarding funds.

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):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	9/21/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Michelle Fournier	Date:	11/6/2023

Certificate Of Completion

Envelope Id: 318F4F40FA21465CB3E5ACF263462F93	Status: Completed
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Document Pages: 24	Signatures: 2
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)	

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Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature


Signature Adoption: Drawn on Device
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