



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.

PART I: OVERVIEW

Department Office/Division/Program:		Dept of Education – Education In The Unorganized Territories	
Department Contract Administrator or Grant Coordinator:		Cathy Severance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 10,000.00	Advantage CT / RQS #:	05C20231010*1066
CONTRACT	Proposed Start Date:	8/15/2023	Proposed End Date: 8/14/2024
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:		AMHC 180 Academy St., Ste 3, Presque Isle, ME 04769 VC1000005876	
Brief Description of Goods/Services/Grant:		EUT Student Psychological Eval & Consult	

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

Pursuant to [2001, c. 454, §11](#) (AMD), children who reside with a parent in the unorganized territory or who are resident emancipated minors or residents at least 18 years old are eligible to attend elementary and secondary schools and to receive appropriate special education and related services without charge to themselves or their parents. Education must be provided in alignment with the system of learning results as established in [20-A MRSA §6209](#) under the direction of the commissioner and must meet the general standards for elementary and secondary schooling and special education established.

The EUT does not have certified licensed psychiatry staff to provide the required services. The need for the services is primarily located within EUT operated schools in Aroostook County, but there may be intermittent needs in other areas of the EUT.

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

AMHC is a fully licensed Mental Health Center in Aroostook County and able to provide the necessary services as needed and upon request. In addition, the fees charged by AMHC are consistent with other service providers who were willing in the past to provide these services. The cost of travel is less because of the location of the office in Presque Isle and the surrounding schools that are being served.

The EUT is willing to work with any qualified vendor for these services. To be qualified a vendor must have:

- An active and valid appropriate license for these services issued by the State of Maine
- Staff who have an active criminal history record check (CHRC) through the Maine Department of Education
- Liability insurance

Any qualified provider who is interested in a contract should contact the listed contract administrator.

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

The EUT and the State of Maine does not provide staff in the school to provide the necessary consultation, evaluation, or therapy services as required per each student's IEP.

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


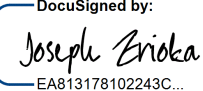
EUT is willing to accept any willing and qualified provider. Please contact the listed contract administrator.

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):	 <small>DocuSigned by: Richard Colpitts 0D25E43B3420476...</small>		
Typed Name:	Richard Colpitts – EUT Director	Date:	11/7/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Joseph Zrioka EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	11/3/2023

Certificate Of Completion

Envelope Id: D1E46470F7E84B9FBFE72CD5CDA221D5	Status: Completed
Subject: Complete with DocuSign: PJF AMHC - AY23-24 EUT SPED-PSYCH 11.03.23.docx.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Cathy Severance
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	cathy.g.severance@maine.gov
	IP Address: 74.209.33.9

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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Richard Colpitts
Richard.Colpitts@maine.gov
Director of the EUT
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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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	11/7/2023 11:07:56 AM
Certified Delivered	Security Checked	11/7/2023 11:30:11 AM
Signing Complete	Security Checked	11/7/2023 11:30:22 AM
Completed	Security Checked	11/7/2023 11:30:22 AM
Payment Events	Status	Timestamps