



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 – Education in the Unorganized Territories (EUT)		
Department Contract Administrator or Grant Coordinator:		Cathy Severance		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 20,000.00	Advantage CT / RQS #:	05C20230809*291
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	8/15/2023	Effective Date:	8/15/2024
	Previous End Date:	8/14/2024	New End Date:	8/14/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Lindamood-Bell Learning Processes Newton, MA		
Brief Description of Goods/Services/Grant:		Additional funding and extend end date for services required for AY24-25 for EUT Special Education Services students in Edmunds Twp. Multiple Sessions of 1:1 Sensory-Cognitive Instruction-Online		

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 checked="" 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
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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.

The purpose of this Amendment is to provide funding for identified Edmunds Twp EUT students for Sensory Cognitive Instructional services. The instructional services must be delivered by a Provider with required specialty skills that are above and beyond a typical provider and is delivered more frequently. The Provider shall provide the service with the identified students during the 2024-2025 academic year at the predetermined daily rate.

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

This specialized student instruction is delivered by those with the required skills above and beyond a typical provider and is delivered more frequently. Students require this specialized instruction in order to make better connections to letters and letter sounds. This specialized program delivers additional instruction.
The students' IEP Teams have determined that AY24-25 services are needed for at least 200 days.

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

The costs for this service are typical for the service provided and are equal or lower than what other districts are charged for the same service in Maine. There are no other trained providers of this program immediately available to the EUT. The provider is providing a 10% school year discount in order to reduce the added overall instructional costs for the EUT for this service.

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

This is a unique and specialized provider of Sensory Cognitive Instruction services that were not previously available to the EUT. The EUT continually inquires, coordinates and collaborates with local area school districts in order to gain information in order to acquire additional providers who are qualified and/or already providing services in other local districts.

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.


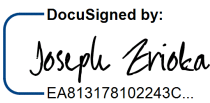
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	10/22/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/21/2024

Certificate Of Completion

Envelope Id: A559088D05B848A3A3768C311B76EE8B	Status: Completed
Subject: Complete with DocuSign: ITP-243970 Lindamood Bell Procurement Justification Form (PJF)_	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 64.135.140.219

Record Tracking

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10/21/2024 2:58:54 PM	joseph.a.zrioka@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: DocuSign

Signer Events

Joseph Zrioka
joseph.a.zrioka@maine.gov
Director of IT Procurement
State of Maine - Office of Information Technology
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Jennifer Tarr
Jennifer.L.Tarr@maine.gov
DOE Procurement Director
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:
Accepted: 5/20/2021 2:29:25 PM
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

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Sent: 10/21/2024 3:00:57 PM

Katherine Warren
Katherine.Warren@maine.gov
Education Data Manager- MDOE
Maine Department of Education
Security Level: Email, Account Authentication (None)
Electronic Record and Signature Disclosure:

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Accepted: 12/9/2022 3:33:50 PM
ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

Olivia Schafer
Olivia.Schafer@maine.gov
Security Level: Email, Account Authentication (None)

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Sent: 10/21/2024 3:00:59 PM
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Electronic Record and Signature Disclosure:
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IT Procurement Team email
ITProcurement@maine.gov
Security Level: Email, Account Authentication (None)

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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	10/21/2024 3:00:48 PM
Signing Complete	Security Checked	10/21/2024 3:00:56 PM
Completed	Security Checked	10/21/2024 3:01:00 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Carahsoft OBO Maine Office of Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Office of Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Office of Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.



CONTRACT AMENDMENT

DATE: 8/14/2024	AMENDMENT AMOUNT: \$20,000.00
ADVANTAGE CONTRACT #: 05C20230809*291	
DEPARTMENT AGREEMENT #: N/A	

This Contract Amendment is between the following State of Maine Department and Provider:

STATE OF MAINE DEPARTMENT		
DEPARTMENT NAME: Department of Education – Education in the Unorganized Territories		
ADDRESS: 136 State House Station, Deering Bldg		
CITY: Augusta	STATE: ME	ZIP CODE: 04333-0136

PROVIDER		
PROVIDER NAME: Lindamood-Bell Learning Process		
ADDRESS: 416 Higuera St		
CITY: San Luis Obispo	STATE: CA	ZIP CODE: 94301-3833
PROVIDER'S VENDOR CUSTOMER #: VS0000025166		

Each signatory below represents that the person has the requisite authority to enter into this Contract. The parties sign and cause this Contract Amendment to be executed.

Department Representative:

Provider Representative:

10/22/2024

BY: Signature	Name and Title	Date	BY: Signature	Name and Title	Date
	Daniel A. Chuhta Deputy Commissioner	10/22/2024			

Upon final approval by the Office of State Procurement Services, a case details page will be made part of this contract.

AMENDMENT

The contract is hereby amended as follows: (Check and complete all that apply)

<input checked="" type="checkbox"/>	Amended Period	Original Start Date: 8/15/2023	Amendment Start Date: 8/15/2024
		Current End Date: 8/14/2024	New End Date: 8/14/2025
		Reason: Extend end date for services required for AY 24-25	
<input checked="" type="checkbox"/>	Amended Contract Amount	Adjustment Amount: \$ 20,000.00	New Contract Amount: \$83,335.00
		Reason: Add funding for services required for AY24-25	
<input type="checkbox"/>	Amended Scope of Work	The Scope of Work in Rider A is amended as follows:	
<input checked="" type="checkbox"/>	Other	Describe the Changes: All IT policy references in the original August 2023 contract are hereby amended to include the latest policy portfolio, and versions, effective on the date of execution of this Amendment. Rider B-IT is amended to add Cyber Security language (see below)	

All other terms and conditions of the original contract and subsequent contract amendments remain in full force and effect.

CODING

LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	TASK	PROGRAM PERIOD	APPR FUNDING	FISCAL YEAR
\$20000.00	010	05C	2337	17	4022	SPED			2025

LINE TOTAL	FUND	DEPT	UNIT	SUB UNIT	OBJ	PROGRAM	PROGRAM PERIOD	APPR FUNDING	FISCAL YEAR
\$									

ATTACHMENT A: CHANGES TO AGREEMENT TERMS AND CONDITIONS

Rider B-IT is amended to add the following:

27. CYBERSECURITY AND PROHIBITED TECHNOLOGIES: Through the execution of this Contract, the Provider certifies that the aforementioned organization, its principals and any subcontractors named in this Contract:

- A. is not a foreign adversary business entity, <https://www.maine.gov/oit/prohibited-technologies>, Title 5 MRSA §2021 (3); and
- B. is not on the list of prohibited companies or does not obtain or purchase any information or communications technology or services included on the list of prohibited information and communications technology and services <https://www.maine.gov/oit/prohibited-technologies>, Title 5 MRSA §2030-B.

Contracts entered into by a state agency in violation of 5 M.R.S. §2030-B are void. A person who executes this contract in violation of this section commits a civil violation for which a fine may be adjudged in an amount that is twice the amount of this contract or \$250,000, whichever is greater, Title 5 MRSA §2030-A.

)

Certificate Of Completion

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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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Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	10/22/2024 2:31:56 PM
Signing Complete	Security Checked	10/22/2024 2:32:52 PM
Completed	Security Checked	10/22/2024 2:32:52 PM
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