



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:		Maine Department of Education	
Department Contract Administrator or Grant Coordinator:		Emma-Marie Banks	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 12,434.20	Advantage CT / RQS #:	20241107000000001185
CONTRACT	Proposed Start Date:	10/15/2024	Proposed End Date: 12/30/2024
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:		VC0000202313 Educate Maine 482 Congress St. Ste 303 Portland, ME 04101	
Brief Description of Goods/Services/Grant:		The vendor will help to cohost and collaboratively coordinate to co-organize the 3 rd annual Maine Computer Science Education Showcase as part of the Educate Maine Symposium.	

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.

Maine is part of the Expanding Computing Education Pathways (ECEP) alliance. Maine DOE’s Learning Through Technology team leads a group of stakeholders who serve to help increase equitable access to computer science across the state. As part of this work, one of our primary goals has been to partner effectively to connect our varied audiences and create opportunities for networking and sharing to help better connect the education and workforce/industry communities.

Maine DOE is hosting its 3rd annual Computer Science Education Showcase, which is a community event that highlights and exhibits Maine students and teacher’s computer science projects and classwork to the public.

This event requires a venue that can accommodate this kind of an event and coordination of the recruitment of presenters and attendees.

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

Educate Maine is uniquely qualified to support this event for the following reasons:

Educate Maine hosts an annual Education Symposium that focuses on innovative connections between education and workforce/industry. Maine DOE and Educate Maine have both been actively involved with the Expanding Computing Education Pathways (ECEP) alliance to help increase equity in computer science opportunities in Maine. Maine DOE is looking to host the CS Ed Showcase at the end of the Educate Maine Symposium in partnership with Educate Maine.

Educate Maine’s Symposium audience provides the industry/workforce lens that Maine DOE is seeking for the Showcase and Educate Maine will advertise the Showcase as part of the Symposium.

Educate Maine has hosted the Symposium for many years in the same location, so they have a long term and well-established relationship with the venue.

Educate Maine understands the unique needs of this event. They have been actively involved in this event each year and know what it needs to look and feel like, what logistics are necessary, etc.

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

PART III: SUPPLEMENTAL INFORMATION

All costs were compared with costs for hosting this event in both 2022 and 2023 to ensure all quoted pricing is reasonable.

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

Each year, as this event evolves, we will continue to begin our planning by exploring the best procurement method for the location and services necessary, including future competition.

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: 11/7/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name: Kathy Paquette

Date: 11/12/2024

Certificate Of Completion

Envelope Id: 287DB4490A784825BEA5C3EDC20EFECF	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 26	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 11/7/2024 11:51:51 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

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
Using IP Address: 72.231.250.95

Timestamp

Sent: 11/7/2024 11:51:53 AM
Viewed: 11/7/2024 11:52:12 AM
Signed: 11/7/2024 11:56:15 AM
Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

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	11/7/2024 11:51:53 AM
Certified Delivered	Security Checked	11/7/2024 11:52:12 AM
Signing Complete	Security Checked	11/7/2024 11:56:15 AM
Completed	Security Checked	11/7/2024 11:56:15 AM

Payment Events

Status

Timestamps