



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/Teaching and Learning/Learning through Technology		
Department Contract Administrator or Grant Coordinator:	Emma-Marie Banks		
(If applicable) Department Reference #:	N/A		
Agency Department Code:	05A	Advantage CT / RQS #:	20251021000000000955
Amount: (Contract/Amendment/Grant)	\$10,859.00		
CONTRACT	Proposed/Original Start Date:	11/17/2025	Proposed/Most Recent End Date: 12/30/2025
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Educate Maine Portland, ME		
Brief Description of Goods/Services/Grant:	The vendor will help to cohost and collaboratively coordinate to co-organize the 4th 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. Higher Education 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.

Maine Department of Education’s (DOE) 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 connect the education and workforce/industry communities.

Maine DOE is hosting its 4th 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 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 solicitation (RFP/RFA/RFQ) 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.
- 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 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.

The costs of participating in this event were deemed reasonable as they align with costs from 2023 and 2024. Additionally, the costs of Maine DOE hosting such an event would far exceed the cost of collaborating with this provider.

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

This annual event is the only education symposium in the state making single source procurement the only viable option.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> 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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

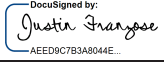
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	10/30/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzose	Date:	11/3/2025

Certificate Of Completion

Envelope Id: DC290B78-17AC-455D-B545-82E70B12CABA

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

Document Pages: 20

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelopeld Stamping: Disabled

IP Address: 64.207.219.136

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

10/30/2025 9:50:43 AM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Maine Department of Education

Location: Docusign

Signer Events

Signature

Timestamp

Daniel A. Chuhta

Sent: 10/30/2025 9:50:44 AM

Daniel.Chuhta@maine.gov

Viewed: 10/30/2025 9:50:59 AM

Deputy Commissioner

Signed: 10/30/2025 9:53:39 AM

Maine Department of Education

Freeform Signing

Security Level: Email, Account Authentication (None)

Signature Adoption: Drawn on Device

Using IP Address: 142.105.194.99

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

10/30/2025 9:50:44 AM

Certified Delivered

Security Checked

10/30/2025 9:50:59 AM

Signing Complete

Security Checked

10/30/2025 9:53:39 AM

Completed

Security Checked

10/30/2025 9:53:39 AM

Payment Events

Status

Timestamps