



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:		Education/ Higher Education and Educator Support Services/ Certification		
Department Contract Administrator or Grant Coordinator:		Angel Loredo		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		10,000.00	Advantage CT / RQS #:	20211029000000001103
CONTRACT	Proposed Start Date:	11/8/2021	Proposed End Date:	11/7/2022
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Rebekah J Smith Esquire PO BOX 912 Unity ME 04862		
Brief Description of Goods/Services/Grant:		Hearing Officer for Higher Education and Educator Support Services Certification appeals		

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.

Certification applicants who are denied a credential have the right to request an adjudicatory proceeding. That proceeding requires a hearing officer to hear both sides of the case, often including legal representation, and submit a recommendation of decision to the Commissioner of Education. This contract is for one year and includes billable hours that include preparation for the hearings, communication between the DOE and legal representation, as well as the actual hearing. In many instances the proceeding is resolved prior to the actual hearing.

The work is to be conducted remotely and is sporadic, depending solely on the number of denied applicants who request proceedings.

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

The certification office requests to keep Rebekah Smith on as the designated hearing officer due to three reasons. 1) Tri-State Staffing cannot secure hearing officers unless we identify and direct qualified persons there; 2) Individuals who had performed this service in the past were not interested in providing us quotes and were not at all interested in the position and 3) we have an immediate need for hearings that are already scheduled with the Attorney General's office in the upcoming weeks and Ms. Smith is well acquainted with the nuances of process that must be followed.

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

We have determined this to be a reasonable rate as it is consistent with other hearing officer contracts within the Department of Education.

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

For future contractual periods, we intend to move forward with acquiring an approved vendor list to ensure the coverage needed as the request for these proceedings continues to increase.

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.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Angel Martinez Loreda</i> 9CAF01C13FEA4E1...		
Typed Name:	Angel Martinez Loreda Click or tap here to enter text.	Date:	Click or tap to enter a date. 11/30/2021
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i> 41C2BA36FAF44CD...		
Typed Name:	Click or tap here to enter text. Kathy Paquette	Date:	Click or tap to enter a date. 12/27/2021

Certificate Of Completion

Envelope Id: 764EA78C19054A9DB472C87F90827750	Status: Completed
Subject: Please DocuSign: Procurement Justification Form Rebekah J Smith (002).docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Brenda Vigue
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Brenda.Vigue@maine.gov
	IP Address: 24.198.176.99

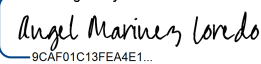
Record Tracking

Status: Original 11/30/2021 6:23:31 AM	Holder: Brenda Vigue Brenda.Vigue@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Angel Martinez Loreda
angel.loredo@maine.gov
Director of Higher Education and Educator Support
Services
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication
(None)

Signature

DocuSigned by:

9CAF01C13FEA4E1...
Signature Adoption: Pre-selected Style
Using IP Address: 70.16.193.147

Timestamp

Sent: 11/30/2021 6:33:56 AM
Viewed: 11/30/2021 8:13:37 AM
Signed: 11/30/2021 8:14:06 AM

Electronic Record and Signature Disclosure:
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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	11/30/2021 6:33:56 AM
Certified Delivered	Security Checked	11/30/2021 8:13:37 AM
Signing Complete	Security Checked	11/30/2021 8:14:06 AM
Completed	Security Checked	11/30/2021 8:14:06 AM

Payment Events**Status****Timestamps**