



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:		Department of Education - Educ In The Unorg Territories	
Department Contract Administrator or Grant Coordinator:		Gary Lewis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 131,580.00	Advantage CT / RQS #: 05C20221103*1285
CONTRACT	Proposed Start Date:	11/14/2022	Proposed End Date: 8/14/2023
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:		RideSource Inc.	
Brief Description of Goods/Services/Grant:		Special needs Transportation for Albany/Mason RSU 44	

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.

Vendor to provide transportation to RSU 44 SPED students in the Albany, Mason, Milton TWP's. SPED students are required to be provided transportation per their individual IEP as stated in MUSER law.

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

The EUT has advertised for a driver for more than one year with little response. The EUT worked with a school district for one week until they two lost drivers. Discussions and upon a recommendation from RSU 44 Ridesource was suggested as a potential resource to provide transportation services. Ridesource has experience with the transportation of SPED children and is the only vendor in the area. The EUT must be compliant with FAPE for special education students to meet goals outlined in each student's IEP. Ridesource is a logical choice at this time because efforts to hire a bus driver and work with other local districts have failed.

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

Rates are based upon vehicle operating expenses as well as the number of SPED kids to be provided transportation. Funding is provided though EUT Education General Fund Dollars.

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

The EUT will continue to advertise the vacancy to hire a bus driver as well as work with vendors and coordinate bus runs with school districts to reduce cost such as provide a EUT Bus.

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):



Typed Name:

Daniel Chuhta Deputy Commissioner
DOE

Date:

11/8/2022

Signature of DAFS
Procurement Official:

DocuSigned by:



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Procurement Justification Form (PJF)

Typed Name:	Kathy Paquette	Date:	19 December 2022
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Daniel.Chuhta@maine.gov

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Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

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