



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
Table with 4 columns and 10 rows containing procurement details such as Department Office, Amount (\$39,570.00), RQS # (20230922\*0495), and Vendor Name (Education Associates).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C checked.

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.

These are kits that are designed to demonstrate to student with disabilities different career opportunities that would be available to them upon graduation. These would be housed at the four regions that received the MeTRIC funds from the Transition RFA and would be shared throughout their areas. These will also be used at the statewide youth transition summit.

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

The Department was able to use these kits in the region and saw first-hand how effective they are with the students. These are the only kits available that provide the hands-on material that is needed for these students.

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

The vendor price listed online is fair and reasonable based on the Department's experience with similar products

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

This is a one-time need and if there is a need for similar products in the future the Department will review what options for purchase are available, including an RFQ of there are multiple qualified vendors.

### 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):



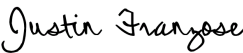
Typed Name:

Daniel A. Chuhta

Date:

11/27/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
  
AEED9C7B3A8044E...

Typed Name:	Justin Franzose	Date:	12/8/2023
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**Certificate Of Completion**

Envelope Id: 32CA843B3D4C4A419DC9853A1A02A9B7	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta 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 11/27/2023 10:51:08 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: 11/27/2023 10:51:09 AM  
Viewed: 11/27/2023 10:51:22 AM  
Signed: 11/27/2023 10:51:54 AM  
Freeform Signing

**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	11/27/2023 10:51:09 AM
Certified Delivered	Security Checked	11/27/2023 10:51:22 AM
Signing Complete	Security Checked	11/27/2023 10:51:54 AM
Completed	Security Checked	11/27/2023 10:51:54 AM

**Payment Events**

**Status**

**Timestamps**