



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/Office of Teaching and Learning/Early Learning Team	
Department Contract Administrator or Grant Coordinator:		Renee Reilly, Preschool Development Grant Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$12,231.00	Advantage CT / RQS #:	20241108000000001212
CONTRACT	Proposed Start Date:	12/1/2024	Proposed End Date: 6/30/2025
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:		John Hopkins University 3910 Keswick Rd, N4327-B Baltimore, MD 21211	
Brief Description of Goods/Services/Grant:		Provide on-line training for KRA assessment tool and preparation of KRA materials for Maine educators piloting KEI assessment tools.	

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.
<p>Maine’s Department of Health and Human Services, in partnership with Maine’s Department of Education, was awarded a Preschool Development B-5 Renewal Grant (PDG) in December 2022. An approved project in Maine’s PDG is the development and pilot of a Kindergarten Entry Inventory (KEI) tool that documents students’ development across multiple domains of learning. This contract would secure professional development on an assessment tool which can be used as a KEI. The professional learning will allow our KEI Implementation team to test the KRA tool and provide information to the KEI Advisory team in the design and implementation of a KEI tool for Maine to pilot during the 2025-26 school year. The purpose of this contract is to support the Kindergarten Entry Inventory project that is part of the Preschool Development Grant.</p>	
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
<p>The KEI Advisory team, including our consultants from WestEd, reviewed data and feedback from many states using a KEI or Kindergarten Entry Assessment (KEA) at the start of the kindergarten school year to gather student data on the 5 domains of development. The Advisory team decided to pilot the KRA tool, designed by John Hopkins University, School of Education. This is one of several assessments that will be piloted by the KEI Implementation Team. The John Hopkins KRA is the sole property of John Hopkins University and not available through other vendors.</p>	
3.	Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
<p>The rate to secure this vendor is considered reasonable based on the rates other vendors were paid to implement another KEI pilot as part of the PDG KEI project.</p>	
4.	Describe the plan for future competition for the goods or services.
<p>If similar services are needed in the future and time is available to solicit proposals, a competition could be held.</p>	

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) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/>	No – If No, proceed to Part V.


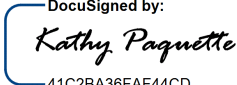
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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 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, Deputy Commissioner	Date:	11/19/2024
Signature of DAFS Procurement Official:	 <small>41C2BA36FAE44CD</small>		
Typed Name:	Kathy Paquette	Date:	12/6/2024

Certificate Of Completion

Envelope Id: CD339C448B564B2F9007E9D743A278F1	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: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 11/19/2024 4:31:09 PM	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: 4.37.25.6

Timestamp

Sent: 11/19/2024 4:31:10 PM
Viewed: 11/19/2024 4:31:19 PM
Signed: 11/19/2024 4:31:55 PM
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	11/19/2024 4:31:10 PM
Certified Delivered	Security Checked	11/19/2024 4:31:19 PM
Signing Complete	Security Checked	11/19/2024 4:31:55 PM
Completed	Security Checked	11/19/2024 4:31:55 PM

Payment Events

Status

Timestamps