



### 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:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Cheryl Brackett	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 78,967.20	Advantage CT / RQS #:	<b>CT 05 A20241125*1359</b>
CONTRACT	Proposed Start Date:	<b>1/5/2025</b>	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:		Samoset Resort, Opal Collection Rockport, ME 04856	
Brief Description of Goods/Services/Grant:		Venue for Maine Safety & Transportation Conference	

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.

The Maine Safety & Transportation Conference is a professional learning opportunity designed to support school employees, law enforcement, including SRO's and first responders. The Maine Safety & Transportation Conference is a component of the Maine DOE's Maine School Safety Center. The program focuses on the Department of Education's Whole Student Approach, Safety—both physically and emotionally, and provides a secure space for exploration and experimentation. Schools send teams or individuals to gather knowledge, resources, tools, and strategies to promote and enhance the safety and well-being of staff, students, and the school environment. Professional learning includes how to establish and develop safety action plans for schools and/or districts.

Ensuring that both students and staff feel safe at school is essential for creating an environment conducive to learning, well-being, and overall academic success. When students and staff feel safe—physically, emotionally, and psychologically—they are more likely to be engaged, motivated, and invested in their work and studies. However, feeling safe isn't just about avoiding violence or harm—it's about creating a climate of trust, respect, and inclusivity.

Maine has a critical problem in that there are many new administrators including transportation directors who are new and have never been trained. As a Transportation Director, ensuring the safety of students during their commute to and from school is a critical responsibility. The role involves managing various aspects of school transportation safety—ranging from vehicle maintenance to driver training and safety protocols. Given the importance of this role in protecting students, it's essential for a Transportation Director to understand the key areas of school transportation safety and implement effective measures to reduce risks and increase the safety of both students and staff.

By focusing on comprehensive driver training, regular vehicle inspections, emergency preparedness, clear communication with parents and schools, and utilizing modern technology, we can help create a safer transportation system for students. Regularly revisiting safety protocols, addressing concerns promptly, and fostering collaboration between schools, families, and local authorities will go a long way toward keeping students safe while traveling.

Transportation Directors and aspiring director come to learn “Train the Trainer” sessions on school bus safety, driver safety, student safety, student management, human relations including, evaluation, discipline, due process, bus evacuation, NEO, drug/alcohol testing, bus inspection, etc. I also plan to bring information to the directors that I learned about in D.C. presented by:

National Transportation Safety Board (NTSB)

National Highway Traffic Safety Administration (NHTSA)

Federal Motor Carrier Safety Administration (FMCSA)

Environmental Protection Agency (EPA)

Transportation Security Administration (TSA)

Department of Education (Federal)

**PART III: SUPPLEMENTAL INFORMATION**

The conference will be held March 10-12, 2025.

Previously, the Maine School Safety Center hosted their own conference in June to provide training but for the past two years the team joined the Maine Department of Education Educational Summit in August. Attendance, however, has dropped significantly for the safety session. An additional issue is that the conference is normally held at the same time as MAPT Conference, MPA Conference, and SRO training at the Maine State Police Academy, which decreases potential turnout as participants are not able to attend all of them. There has been a dramatic turnover of transportation directors that are inexperienced and in serious need of training by the Department of Education, which increases the importance that this conference is at a time to maximize participation.

The March date was chosen because there are no other conflicting conferences, and it is between basketball and baseball. This is a down time for trips and athletic bussing. Because of the severe shortage of bus drivers, many of the transportation directors must drive a bus occasionally. MSSC discussed having the conference together. Many of the sessions that are planned can be attended by all school personnel. Administrators may take transportation sessions because there is value in knowing the importance of safety and training. Many superintendents also act as transportation directors and must know the laws, certifications, mandatory training, etc.

The decision to move forward with the March conference was recently decided based on feedback for the Summit this summer. Superintendents who attended the Transportation Director 101 commented that every superintendent should attend the session because they need to know the information that is presented. The separate event at a time that best maximizes participation also will allow transportation directors to take advantage of the safety sessions as many of them are also facility directors.

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

This conference is designed to provide valuable information and resources at a time in the school year when administrators and school personnel need a positive, emotional boost. To be the most impactful, this event requires a space that is warm and inviting, comfortable, and makes participants feel valued and appreciated, and is not a classroom setting. In short, a location which is conducive to networking, and learning. Regarding physical space requirements, we need a large enough room for general/plenary sessions and at least six spacious breakout session rooms with ample room to move around. The facility also needs to provide lodging at a reasonable cost. Strong wi-fi and audio/visual equipment are a must for the breakout sessions to be successful experiences.

The Department selected the mid-coast area for this event as it more centrally located when we consider the State geography and more conducive to winter travel than the mountains. This area is within traveling distance from Maine's most populated counties, allowing this conference to be more accessible for the intended audience. A venue choice in this area that includes rooms to stay in also makes it accessible for attendees that have longer distances to travel. The goal is to reduce barriers to school personnel who would like to learn the most up-to-date information in transportation and safety to bring back to their local districts. By having a venue with the capacity to hold multiple sessions at the same time and the flexibility of attendees to remain on site for the entire conference provides an environment where professionals can network and learn within a relaxed environment. For those that choose to commute, this location allows for shorter drives for those coming from the more populated areas.

### PART III: SUPPLEMENTAL INFORMATION

First, the Department checked for space at the Maine State Armory; however, it does not have a facility in the chosen location, nor do they have facilities that provide the space and A/V equipment for the rooms that we need anywhere in the State.

Next, the Department did a mini bid of potential providers with master agreements in region 2 and region 3, which included Thomas College, Augusta Civic Center, Senator Inn & Spa, Sugarloaf, and Sunday River. There were no PQVL venues in the chosen area for the conference that would meet both the needs of space and environment for this conference promoting and learning event that are open in the winter. Sunday River did have available space. However, the two campuses are 6.5 miles apart. Participants would need to be shuttled back and forth, which would not be conducive to networking. Also, given the time of year, weather needs to be considered and could adversely affect transportation between buildings. Also, since it is ski season, this could impact the availability of space on the shuttle, causing delays in people arriving to the workshops.

The Department reached out to the Samoset because of its central location, availability to the season, and its facilities would meet the needs of the Department. They are normally closed during the week but will open exclusively for this event. The Department also reviewed potential options online as well to see if there were other potential options. Samoset was the only one identified that met all the criteria.

- **Comprehensive Facilities:** Samoset offers a wide range of conference-related services in one location, including meeting rooms, event spaces, audio-visual equipment, catering, and accommodation. This eliminates the need to coordinate multiple vendors or worry about logistics.
- **Convenient Accommodation:** Samoset provides convenient on-site lodging for attendees, making it especially beneficial for multi-day conferences or events with participants traveling from out of town. This reduces transportation issues and enhances the overall attendee experience.
- **Seamless Logistics:** Samoset simplifies event logistics. We can host the conference and provide meals, coffee breaks, and networking events all in one location, saving time and avoiding coordination challenges with separate venues for each element.
- **Professional Service and Experience:** Samoset has dedicated event staff with experience in organizing conferences. Their expertise can help ensure a smooth and professional experience, with attention to details like catering, room setups, and AV support.
- **Location and Accessibility:** Samoset is centrally located and easily accessible for attendees that may need to be accommodated.
- **Amenities for Attendees:** Samoset offers amenities such as restaurants, fitness centers, and spas. These can enhance the experience for attendees, especially during breaks or after a full day of sessions.
- **Cost-Effectiveness:** Because it is off season for Samoset, they are able to provide the spaces at a reduced rate.

Because of the time constraint to hold the conference in March, going out to RFP would not give us the time to properly do the following:

1. **Speaker Scheduling:** Early planning ensures we can secure their participation and accommodate their availability.
2. **Marketing and Promotion:** To attract attendees, we need ample time for promotion. We would like to start promotion in January.

**PART III: SUPPLEMENTAL INFORMATION**

3. **Attendee Registration:** Opening registration early allows participants to plan accordingly, ensuring better attendance.

Because of the time constraints, we would not have time to go through the RFP process for March 2025. We are proposing to move forward with the March date at the Samoset and at the end of next summer begin the RFP process for the March 2026 2<sup>nd</sup> annual conference.

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

This event is being held during The Samoset Resorts off-season, so they can offer the use of their conference meeting spaces and general spaces at a reduced rate. Samoset will work with MSSC on food costs according to the GSA rate. The facility is graciously making rooms available well below the increased per diem lodging rate for 2024. The new rate for The Samoset area is \$164/night. The facility is making rooms available for \$139 or \$159. MSSC is working on grants through JJAG and ESEA as well as budgeting so that attendees will not have to pay for lodging or registration. The entire facility will be available to our attendees, allowing for increased engagement and experiences.

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

For future events we will engage in the competitive bid process or mini-bids process to ascertain a quality facility that will meet our location and facility needs at a low or reasonable cost. The Department commits to having an RFP published by the end of next summer for the March 2026 2<sup>nd</sup> annual conference.

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

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- 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):	<i>Megan Welter</i>		
Typed Name:	Megan Welter	Date:	12/4/2024
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	12/9/2024

## Certificate Of Completion

Envelope Id: 0232E9154E074F07A47A6AE44B5ADA39

Status: Completed

Subject: Please Docusign This Document

Source Envelope:

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Signatures: 1

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Initials: 0

Megan Welter

AutoNav: Enabled

megan.welter@maine.gov

Envelopeld Stamping: Disabled

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## Signer Events

### Signature

### Timestamp

Megan Welter

megan.welter@maine.gov

Associate Commissioner of Public Education

Security Level: Email, Account Authentication (None)

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Freeform Signing

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## Electronic Record and Signature Disclosure:

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## In Person Signer Events

### Signature

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## Editor Delivery Events

### Status

### Timestamp

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## 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

12/4/2024 6:06:15 PM

Certified Delivered

Security Checked

12/4/2024 6:06:28 PM

Signing Complete

Security Checked

12/4/2024 6:15:01 PM

Completed

Security Checked

12/4/2024 6:15:01 PM

## Payment Events

### Status

### Timestamps

## Electronic Record and Signature Disclosure

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### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Maine Department of Education:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [jennifer.l.tarr@maine.gov](mailto:jennifer.l.tarr@maine.gov)

**To advise Carahsoft OBO Maine Department of Education of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [jennifer.l.tarr@maine.gov](mailto:jennifer.l.tarr@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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