



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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 & Learning/Early Learning Team		
Department Contract Administrator or Grant Coordinator:		Renee Reilly, Preschool Development Grant Manager		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	05A	Advantage CT / RQS #:	CT 05A 20230905000000000612	
Amount: (Contract/Amendment/Grant)		\$248,000.00		
CONTRACT	Proposed/Original Start Date:	9/30/2025	Proposed/Most Recent End Date:	12/31/2025
AMENDMENT	New Effective Date:	10/17/2025	New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		HERE this NOW, LLC Peterborough, NH		
Brief Description of Goods/Services/Grant:		Contract to secure professional learning for educators to become Regulated Classroom trainers. Educators gain knowledge and develop capacities to teach fellow colleagues about seamlessly integrating the practices and tools of The Regulated Classroom in order to repair educator burnout and inspire joyful student learning.		

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 checked="" 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. Higher Education 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 Department of Health and Human Services received a federally awarded Preschool Development B-5 Renewal Grant. The Maine Department of Education is named in this grant to carry out several grant related activities, including the provision of professional learning related to a variety of early care and education topics between March 2023 and December 2025. One of the intended professional learning topics is to support the early child care workforce and provide professional learning related to the trauma, stress, and anxiety caused by the COVID pandemic. The practices and tools of The Regulated Classroom give educators the tools to repair burnout and inspire a joyful student learning environment.

The Department has already offered this training to hundreds of educators, but there is still a significant demand for that training and there is a waiting list of educators seeking this intensive two-day training from the provider. This amendment extends this training opportunity by adding 160 additional slots to the existing contract. The amendment also includes robust implementation for participants after their completion of the training. To meet the continuing demand for trainings, Here This Now (HTN) will offer 10 in-person professional development events with implementation support to follow. By amending this contract to add additional trainings, the team behind this work will have the time and trainings necessary to meet educators’ needs as well as the demand for the program. Participants in the two-day trainings (12 hours in total) with the author of the program are equipped with practices and tools to shift how they and their students experience stress in the moment. Participants also receive 15 guidebooks to be used in this train-the-trainer model, book study guide, grief and loss protocol, presentation resources from the training, and continued access to the author. An Educator “Classroom Co-Regulation” Toolkit, offered through this service at a discount, is sent to participants upon successful completion of the training.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

HERE this NOW, LLC provides both a service and a product to participants. The service entails a train-the-trainer model that provides an immediate response to the significant demand from educators working with students to address challenging behaviors that affect student learning and contribute to teacher burnout. The train-the-trainer approach not only allows educators to be trained immediately, but these educators are provided with resources to bring back to their schools to ensure sustainability and scalability of the program.

This evidence-based framework is grounded in a neuroscientific approach and has been adopted in a number of SAUs in the state and found to be effective.

HERE this NOW, LLC is uniquely qualified for this work as they are the author of the program and the only Provider able to deliver the program, which is a combination of trauma-informed,

PART III: SUPPLEMENTAL INFORMATION

neuroscientific information to educators. Educators have sought this training, and districts have hired the author to provide either 1-hour, 2-hour, or single day professional development events. Being able to provide Maine educators with intensive 2-day training is impactful and very-much needed. Adding trainings to the existing list of offerings will allow for more educators to learn the skills, which will ensure a more robust implementation of the framework in schools throughout the State. In addition, HERE this NOW, LLC has an established network of facilitators and colleagues who can deliver the additional in-person trainings this amendment supports. Given the significant and immediate demand from the field, it is crucial that this service and product be scaled throughout the state of Maine. HERE this NOW, LLC has existing relationships throughout the state and familiarity with the Maine education environment, making them uniquely situated to bring these services to Maine schools.

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

The per participant cost of this amendment, \$1,550, includes 12 hours of intensive training that qualify participants to return to their respective schools/districts to lead training in the framework. Every trainer is provided a toolkit that includes the highest quality sensory tools and resources that support implementation. They also receive 15 guidebooks to be distributed back to their respective schools/districts and access to in-person regional Communities of Practice to be able to receive additional support, consultation, and instruction for addressing concerns, enhancing rollout and real-time implementation needs. This cost takes into account the logistics to host a two-day event as well as the expertise of the presenter/author/facilitator. Should an individual educator want to attend a national conference of this caliber, they would pay for airfare, lodging, registration fees beyond that per-participant cost and have no access to follow-up nor materials to support the implementation. What this contract and amendment provides our Maine educators is beyond fair and reasonable pricing. Educator burnout is real, and we cannot afford not to support our field.

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

This is one-time funding. Future competition for the services and resources are not expected.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
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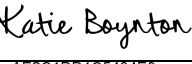
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	11/13/2025
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2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
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Typed Name:		Date:	
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****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by: 		
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Typed Name:	Katie Boynton, Systems Analyst	Date:	11/25/2025
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Certificate Of Completion

Envelope Id: E36F536F-06DC-4C43-98A2-0367EAA5DAD6	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 9	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.7
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 11/13/2025 12:52:24 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

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Drawn on Device Using IP Address: 50.203.34.153	Sent: 11/13/2025 12:52:25 PM Viewed: 11/13/2025 12:52:39 PM Signed: 11/13/2025 12:53:40 PM Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

Witness Events

Notary Events

Envelope Summary Events

Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/13/2025 12:52:25 PM
Certified Delivered	Security Checked	11/13/2025 12:52:39 PM
Signing Complete	Security Checked	11/13/2025 12:53:40 PM
Completed	Security Checked	11/13/2025 12:53:40 PM

Payment Events

Certificate Of Completion

Envelope Id: 94CABE27-D39A-4EC0-B55D-5BBD209C048A	Status: Completed
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Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Katie Boynton
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Katherine.L.Boynton@maine.gov
	IP Address: 71.181.101.106


Record Tracking

Status: Original 11/24/2025 2:42:41 PM	Holder: Katie Boynton Katherine.L.Boynton@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

Signer Events

Signer Events	Signature	Timestamp
Nancy Tan Nancy.Tan@maine.gov Deputy Director of IT Procurement DAFS Procurement Services Security Level: Email, Account Authentication (None)	Completed Using IP Address: 64.222.220.119	Sent: 11/24/2025 2:49:17 PM Viewed: 11/24/2025 2:54:37 PM Signed: 11/24/2025 2:54:45 PM

Electronic Record and Signature Disclosure:
Accepted: 12/17/2020 2:42:29 PM
ID: d76e019d-41f6-4433-a7cc-f299bfc60565

Katie Boynton Katherine.L.Boynton@maine.gov Systems Analyst State of Maine Security Level: Email, Account Authentication (None)	 <small>Signed by: Katie Boynton AE2C1DD1C5434E9...</small> Signature Adoption: Pre-selected Style Using IP Address: 71.181.101.106	Sent: 11/24/2025 2:54:50 PM Viewed: 11/25/2025 8:51:39 AM Signed: 11/25/2025 8:59:38 AM
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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

IT Procurement ITProcurement@maine.gov Security Level: Email, Account Authentication (None)	COPIED	Sent: 11/25/2025 8:59:43 AM
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Electronic Record and Signature Disclosure:
Accepted: 10/20/2025 8:00:52 AM
ID: cdd0940e-24ba-4aaf-af7e-d947958c75f1

Carbon Copy Events	Status	Timestamp
<p>Olivia Schafer Olivia.Schafer@maine.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 11/25/2025 8:59:44 AM Viewed: 11/25/2025 9:00:22 AM</p>
<p>Kathy Warren Katherine.Warren@maine.gov Education Data Manager- MDOE Maine Department of Education Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 12/9/2022 3:33:50 PM ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644</p>	COPIED	<p>Sent: 11/25/2025 8:59:45 AM</p>
<p>Jenn Tarr Jennifer.L.Tarr@maine.gov DOE Procurement Director Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Accepted: 5/20/2021 2:29:25 PM ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3</p>	COPIED	<p>Sent: 11/25/2025 8:59:46 AM</p>
<p>John Spier John.F.Sier@maine.gov Security Level: Email, Account Authentication (None)</p> <p>Electronic Record and Signature Disclosure: Not Offered via DocuSign</p>	COPIED	<p>Sent: 11/25/2025 8:59:47 AM</p>

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	11/24/2025 2:49:17 PM
Certified Delivered	Security Checked	11/25/2025 8:51:39 AM
Signing Complete	Security Checked	11/25/2025 8:59:38 AM
Completed	Security Checked	11/25/2025 8:59:47 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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.

All notices and disclosures will be sent to you electronically

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 Office of Information Technology:

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: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology 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 kendra.l.coates@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.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Office of Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Office of Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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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>.

Acknowledging your access and consent to receive and sign documents electronically

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.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.