



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:		Education	
Department Contract Administrator or Grant Coordinator:		Beth Lambert	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	2025102000000000940
Amount: (Contract/Amendment/Grant)	\$50,000.00		
CONTRACT	Proposed/Original Start Date:	12/1/2025	Proposed/Most Recent End Date: 9/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Institute for Humane Education Surry, Maine	
Brief Description of Goods/Services/Grant:		Professional learning focused on authentic literacy integration.	

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. 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.

Recent data indicate that literacy achievement among students in Maine, particularly in grades 6-12, is stagnating, reflecting a nationwide trend. Additionally, fewer students report regularly engaging in reading and writing activities. Compounding this challenge, a report by Educate Maine reveals that only about half of middle and high school students feel a sense of belonging or mattering in their communities, with these feelings declining over time. This sense of disconnection is strongly linked to learning loss.

In response, the Maine Department of Education has prioritized improving literacy skills for students in grades 6-12. This project aims to address these critical challenges by focusing on three key goals:

1. **Strengthening literacy skills in grades 6-12.**
2. **Increasing student engagement in learning.**
3. **Enhancing students' sense of agency and connection to their communities.**

To meet these goals, the project will implement Solutionary "Inquiry to Action" initiatives—authentic, student-driven projects that foster literacy development while engaging students in meaningful problem-solving related to their schools or communities. These projects provide real-world context for reading, writing, critical thinking, listening, and presenting.

Teacher feedback highlights significant gaps in professional knowledge, including:

- How to apply evidence-based, science-of-reading instructional strategies for adolescent literacy.
- How to design and facilitate inquiry-to-action projects that promote community-based learning and student engagement.

This initiative proposes comprehensive teacher training that integrates these two components, increasing school capacity to improve literacy and engagement both within inquiry projects and general content instruction.

Federal funding will support a hybrid training model for middle and high school teachers in Maine, focusing on four evidence-based interdisciplinary instructional practices critical to literacy and inquiry project success:

- Engaging students with diverse, complex texts (articles, infographics, maps, technical manuals, websites).
- Facilitating text-based discussions and writing activities (using protocols to promote questioning, active listening, summarization, and reflection).
- Building vocabulary and decoding skills through word study (including prefixes and suffixes).

PART III: SUPPLEMENTAL INFORMATION

- Designing collaborative culminating projects and performances (e.g., infographics, PSAs, podcasts, presentations).

Additionally, training will guide teachers in using the Solutionary Framework to design and facilitate student-led inquiry-to-action projects. This student-centered pedagogy fosters student agency, optimism, and problem-solving skills, directly addressing feelings of disconnection and promoting a positive learning environment.

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.

The selected vendor is the exclusive provider of the Solutionary Framework™, a trademarked, research-based instructional tool uniquely designed to support literacy development in grades 6–12. This proprietary framework integrates high-impact literacy strategies with student-driven inquiry-to-action projects, creating a powerful approach to both improving literacy skills and fostering student agency and community connection—critical factors in addressing learning loss. Unlike other partial solutions, this vendor delivers all essential elements in a single, comprehensive package, combining a structured approach to project-based learning, targeted literacy development, and the use of authentic primary sources. This all-in-one approach eliminates the need to seek out multiple providers to piece together comparable services, which would likely double overall costs, while ensuring seamless implementation, avoiding duplication of services, and providing a cost-effective, efficient pathway to achieving the Maine Department of Education’s literacy improvement goals. The Solutionary Framework™ and its associated training are only available through this vendor and cannot be found through any other provider.

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

Typical pricing: Typically, The Institute for Human Education charges \$600 per person for a regular offering of the Solutionary Micro-credential course and \$1200 per person for a literacy+ offering of the Solutionary Micro-credential course. This pricing includes personnel costs associated with recruitment/registration/planning, facilitating the course, and coaching teachers through project implementation, except for associated travel expenses for facilitators, materials and supplies, and venue costs related to the in-person kickoff when we offer the course using the hybrid model we use in Maine.

At \$1200/participant for 36 participants, the cost would be \$43,200 + the additional costs listed here, which would be \$6800 for a total of \$50,000.

This total **does not** include pricing for instrument development, pre-post assessment, data collection and analysis, story collection, or writing and submission of a final impact report or any travel costs associated with data collection. We estimate the costs of this work to be approximately \$15,500 and the associated travel costs to be \$2100 for a total of \$17, 600.

Beneficial pricing for the state of ME: Instead, this proposal provides the course for 36 participants at \$900/person = \$32,400, which is a 25% per person discount and results in a savings

PART III: SUPPLEMENTAL INFORMATION

of \$300 per participant or \$10,800 to the state of Maine. The total of \$50,000 requested includes the additional costs for venue, materials, instrument development, data collection and analysis and producing the impact report estimated at \$17,600 + \$6800 = \$ 24,400.

The total value that the state is receiving for \$50,000 would ordinarily cost:
 \$43,200 + \$24,400 = \$67,600 which is a 26% savings to the state of Maine for the services included in this proposal

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

If there is a future need for similar professional learning or resources, the Department will consider all procurement options, including the RFP process, if there are multiple potential providers available.

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’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.

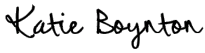
PART VI: APPROVALS

Governor/Department Commissioner or Designee

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

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	12/5/2025
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 <u>designee specifically authorized to approve emergency procurement requests</u> .			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  <small>AE2C1DDTC5434E9...</small>		
Typed Name:	Katie Boynton, Systems Analyst	Date:	12/16/2025

Certificate Of Completion

Envelope Id: E90B5E18-1A3D-428D-8F6C-382E91DB7979	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 32	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.83
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 12/5/2025 3:08:29 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: 142.105.194.99

Timestamp

Sent: 12/5/2025 3:08:31 PM
Viewed: 12/5/2025 3:08:47 PM
Signed: 12/5/2025 3:10:05 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	12/5/2025 3:08:31 PM
Certified Delivered	Security Checked	12/5/2025 3:08:47 PM
Signing Complete	Security Checked	12/5/2025 3:10:05 PM
Completed	Security Checked	12/5/2025 3:10:05 PM
Payment Events	Status	Timestamps

Certificate Of Completion

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Source Envelope:	
Document Pages: 6	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 12/16/2025 2:56:20 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: 12/16/2025 2:57:09 PM Viewed: 12/16/2025 3:50:25 PM Signed: 12/16/2025 3:50:32 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)

Signed by:

AE2C1DD1C5434E9...

Signature Adoption: Pre-selected Style
Using IP Address: 71.181.101.106

Sent: 12/16/2025 3:50:34 PM
Viewed: 12/16/2025 4:23:52 PM
Signed: 12/16/2025 4:24:10 PM

Electronic Record and Signature Disclosure:
Not Offered via Docusign

In Person Signer Events

In Person Signer Events	Signature	Timestamp

Editor Delivery Events

Editor Delivery Events	Status	Timestamp

Agent Delivery Events

Agent Delivery Events	Status	Timestamp

Intermediary Delivery Events

Intermediary Delivery Events	Status	Timestamp

Certified Delivery Events

Certified Delivery Events	Status	Timestamp

Carbon Copy Events

Carbon Copy Events	Status	Timestamp

IT Procurement
ITProcurement@maine.gov
Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
Accepted: 10/20/2025 8:00:52 AM
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Carbon Copy Events	Status	Timestamp
<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>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 12/16/2025 4:24:14 PM
<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>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 12/16/2025 4:24:15 PM
<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>	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 12/16/2025 4:24:16 PM
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/16/2025 2:57:09 PM
Certified Delivered	Security Checked	12/16/2025 4:23:52 PM
Signing Complete	Security Checked	12/16/2025 4:24:10 PM
Completed	Security Checked	12/16/2025 4:24:16 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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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..

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>.

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.

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- 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.