



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:		Teaching and Learning	
Department Contract Administrator or Grant Coordinator:		Beth Lambert	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	05A	Advantage CT / RQS #:	2025102200000000963
Amount: (Contract/Amendment/Grant)		\$20,905.50	
CONTRACT	Proposed/Original Start Date:	11/15/2025	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:		Association of Teachers of Mathematics in Maine Limerick, ME	
Brief Description of Goods/Services/Grant:		Numeracy and Leadership	

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.

The Maine DOE needs to provide statewide professional learning in a variety of opportunities that are cohesive and connected to support educator understanding of numeracy. Recent test scores indicate that numeracy achievement appears to be stalling in Maine, as well as elsewhere within the United States. The most recent 2024 NAEP data reports Maine's performance at or above the NEAP Proficiency is 33% for grade 4 and 25% for grade 8 in mathematics. In response, the Maine Department of Education has made improving the numeracy skills of students in grades K-12 a priority.

The recently released Maine State Numeracy Action Plan identifies several strategic focus areas and implementation priorities. The work of this project will address the following strategic focus areas and implementation priorities:

High-Impact Professional Learning: Invest in sustained, collaborative, and classroom-connected support for educators.

- Expand regional networks and teacher leader initiatives.

Numeracy Confidence for All Educators: Support all teachers, regardless of content area, in developing confidence and skill with numeracy.

- Offer tools, models, and language that empower all educators to see themselves as numeracy teachers.

This proposed numeracy and leadership project is designed to:

- 1) address math anxiety in students grades K-12, as well as math educators;
- 2) deepen student engagement and agency in learning; and
- 3) improve educators' confidence in numeracy instruction.

This project will provide teachers with training and sustained support, showing them how to address math anxiety in their students and themselves, thereby increasing school capacity to improve numeracy skills and student engagement in learning.

This professional learning will support a hybrid format for teacher training in Maine, including the following:

To provide participating K-12 educators, across all content areas, with in-person training and a virtual professional learning community (PLC) associated with fostering lifelong confidence in numeracy and directly related to effective completion of the following projects:

- Text-based discussions and implementation of the 5 M's to address math anxiety:
 - Mythbust – Mythbust students' misconceptions about what it means to be "good" at math.
 - Moderate- Empower students to moderate their complicated relationship with math.
 - Motivate – Motivate students to build a better relationship with math and raise the stakes for learning in a meaningful and valuable way.

PART III: SUPPLEMENTAL INFORMATION

- Makeover – Empower students to rewrite negative math stories into positive math stories to support belief in themselves.
- Measure – Measure progress that illuminate the success in their changing beliefs.
- The development and facilitation of an online professional learning community (PLC) housed in the EnGiNE platform
- In-person trainings with national experts that will provide resources and materials that can be utilized in classroom practices
- Keynote session and panel discussion (members to include speaker and participants from events 1 & 2) sessions at the ATOMIM annual conference (event 3)

This professional development approach models best practices and evidence-based learning set forth by the Maine Department of Education.

Goals:

- Increase the capacity of numeracy leadership across the state of Maine by 80% from current participation of 12 individuals.
- Increase ongoing resource building/sharing and networking opportunities through the development of the online EnGiNE professional learning community (PLC).
- 75% of participants will increase teacher and student confidence in numeracy by implementing the 5 M's.

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 Association of Teachers of Mathematics in Maine (ATOMIM), the only non-profit volunteer mathematics teacher led group of statewide educators, tailored its cost specifically to support Maine educators. ATOMIM offers specialized expertise, such as technical assistance, professional learning, implementation guidance tailored to the needs of participating partners, and partner resources. This specialized expertise is not otherwise available through competitive procurement.

The Association of Teachers of Mathematics in Maine strongly aligns with the Maine Department of Education's (DOE) vision of creating a vibrant and respected mathematics educator workforce that innovates, leads, and inspires as well its mission of encouraging innovation, focusing on the whole student, and the strategic goals of developing, supporting, and sustaining a robust mathematics educator workforce and supporting a culture of innovation and continuous improvement.

By collaborating with the Association of Teachers of Mathematics in Maine (ATOMIM) and utilizing their unique position as a well-known and respected state wide organization of mathematics educators, their years of experience working with and for Maine educators, their vast membership (currently 700+ members statewide), their connections with all members of the Numeracy and Leadership project (ATOMIM board which includes representatives from all regions of Maine, University of Southern Maine and University of Maine at Farmington partners, and Maine DOE), as well as hosting statewide annual conferences, provides Maine DOE the opportunity to reach many educators across the state and have success in the project as a cohesive, collaborative, and

PART III: SUPPLEMENTAL INFORMATION

connected approach to improving numeracy and leadership in the state of Maine including a variety of essential Maine stakeholders in this work.

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

The ATOMIM is able to connect with national speakers, through their national membership connections as a non-profit organization, to obtain reduced rates in speaker fees and utilize their already existing committees to plan, implement and deliver the variety of professional learning opportunities in a connected and cohesive approach involving a variety of stakeholders from across the state. The three events supported by ATOMIM that are similar in scope and participation would average an overall cost of approximately \$80,000.00. Because ATOMIM sees the potential benefits of creating a cohesive, collaborative, and connected approach to improving numeracy and leadership in the state of Maine including a variety of stakeholders in this work, they have dramatically reduced the cost to \$29,961.00.

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) 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. Chuta	Date:	12/2/2025
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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:	12/16/2025
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Certificate Of Completion

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Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 30	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.8
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 12/2/2025 2:17:55 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: 71.46.249.235

Timestamp

Sent: 12/2/2025 2:17:57 PM
Viewed: 12/2/2025 2:22:39 PM
Signed: 12/2/2025 2:23:37 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

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Certified Delivered	Security Checked	12/2/2025 2:22:39 PM
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Completed	Security Checked	12/2/2025 2:23:37 PM

Payment Events

Status

Timestamps

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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

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12/16/2025 2:35:16 PM	Katherine.L.Boynton@maine.gov	
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	Completed	Sent: 12/16/2025 2:36:59 PM
Nancy.Tan@maine.gov		Viewed: 12/16/2025 3:35:50 PM
Deputy Director of IT Procurement		Signed: 12/16/2025 3:35:56 PM
DAFS Procurement Services	Using IP Address: 64.222.220.119	
Security Level: Email, Account Authentication (None)		

Electronic Record and Signature Disclosure:
 Accepted: 12/17/2020 2:42:29 PM
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Katie Boynton	 <small>Signed by: Katie Boynton AE2C1DD1C5434E9...</small>	Sent: 12/16/2025 3:36:00 PM
Katherine.L.Boynton@maine.gov		Viewed: 12/16/2025 4:24:53 PM
Systems Analyst		Signed: 12/16/2025 4:25:16 PM
State of Maine	Signature Adoption: Pre-selected Style	
Security Level: Email, Account Authentication (None)	Using IP Address: 71.181.101.106	

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	<div style="border: 2px solid blue; padding: 5px; display: inline-block;">COPIED</div>	Sent: 12/16/2025 4:25:21 PM
ITProcurement@maine.gov		
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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>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; width: fit-content; margin: 0 auto;"> COPIED </div>	Sent: 12/16/2025 4:25:22 PM
<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; width: fit-content; margin: 0 auto;"> COPIED </div>	Sent: 12/16/2025 4:25:23 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; width: fit-content; margin: 0 auto;"> COPIED </div>	Sent: 12/16/2025 4:25:24 PM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/16/2025 2:36:59 PM
Certified Delivered	Security Checked	12/16/2025 4:24:53 PM
Signing Complete	Security Checked	12/16/2025 4:25:16 PM
Completed	Security Checked	12/16/2025 4:25:24 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.

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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 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.

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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.

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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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- 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.