



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Division of 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 Division of Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		EUT	
Department Contract Administrator or Grant Coordinator:		Cathy Severance	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$70 per hour plus travel	Advantage CT / RQS #:	CTMV #05C20231017*4
CONTRACT	Proposed Start Date:	8/15/2023	Proposed End Date: 8/14/2024
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:		BCR-HAYES-WHITE	
Brief Description of Goods/Services/Grant:		SPCH, OT & PT Services for EUT Students	

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 type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" 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.

Pursuant to 2001, c. 454, §11 (AMD), children who reside with a parent in the unorganized territory or who are resident emancipated minors or residents at least 18 years old are eligible to attend elementary and secondary schools and to receive appropriate special education and related services without charge to themselves or their parents. Education must be provided in alignment with the system of learning results as established in 20-A MRSA §6209 under the direction of the commissioner and must meet the general standards for elementary and secondary schooling and special education established.

The services under these agreements are for psychological services that required under student's IEP.

The Provider's duties include, but not limited to:

- Provide SPCH, OT or PT therapy services for students that have been referred to or requested special education
- Conduct re-evaluations annually of high exceptionality students
- Provide evaluation reporting to the Special Education Director

The need for the services is primarily located within EUT operated schools in Aroostook, Penobscot & Washington counties, but there may be intermittent needs in other areas of the EUT.

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

An individual provider or business provider must have the following qualifications:

- Must hold a current Maine SPCH, OT or PT license;
- Able to travel throughout the EUT to the student's school or other designated location;
- CHRC certification in order to work in schools;
- Proof of Professional Liability Insurance;
- Proof of Rider E-Data Breach Liability Coverage of minimum \$400K; or
- Receive DOE approval to obtain a Maine.gov email address & SOM-OIT provided laptop when Rider E is not attainable from the Provider's Insurer

Any provider who meets the qualifications listed in this section and is willing to be placed on the list should contact the listed Contract Administrator with evidence of qualifications.

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

The rate for this work will be \$70 per hour including travel time when necessary. A higher per hour dollar rate may apply when per student charges include an individual or initial evaluation & reporting is needed, etc.

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

The EUT plans on maintaining a list of qualified and willing providers that will be populated by time application was received and approval that it met the qualifications as outlined in Section 2. Each time a Provider is needed the EUT will use the next available provider on the list.

PART III: SUPPLEMENTAL INFORMATION

The EUT plans to refresh this willing and qualified procurement justification form every two years. Any provider who meets the qualifications listed in Section 2 and is willing to be placed on the list should contact the listed Contract Administrator with evidence of qualifications.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes – If Yes, please attach the approved Business Case(s).

☒ No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.


Signature of requesting
Department's Commissioner
(or designee):



Typed Name: Daniel A Chuhta

Date: 11/3/2023

Signature of DAFS
Procurement Official:

DocuSigned by:

EA813178102243C...

Typed Name: Joseph Zrioka Director of IT Procurement

Date: 11/3/2023

Certificate Of Completion

Envelope Id: 0DEAB45D861C4EF4A42F06452A49ADEB

Status: Completed

Subject: Complete with DocuSign: Procurement Justification Form EUT SPCH-OT-PT Services-CTMV.docx ITP-232524

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Joseph Zrioka

AutoNav: Enabled

joseph.a.zrioka@maine.gov

Envelopeld Stamping: Enabled

IP Address: 76.28.45.11

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

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Status: Original

Holder: Joseph Zrioka

Location: DocuSign

11/3/2023 11:35:45 AM

joseph.a.zrioka@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: State of Maine - Office of Information Technology

Location: DocuSign

Signer Events

Joseph Zrioka

joseph.a.zrioka@maine.gov

Director of IT Procurement

State of Maine - Office of Information Technology

Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Joseph Zrioka
EA813178102243C...

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Viewed: 11/3/2023 11:46:25 AM

Signed: 11/3/2023 11:46:31 AM

Electronic Record and Signature Disclosure:

Not Offered via DocuSign

In Person Signer Events

Signature

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Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

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Carbon Copy Events

Status

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Olivia Schafer

olivia.schafer@maine.gov

Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:

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Katherine Warren

katherine.warren@maine.gov

Education Data Manager- MDOE

Maine Department of Education

Security Level: Email, Account Authentication (None)

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Accepted: 12/9/2022 3:33:50 PM

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Carbon Copy Events**Status****Timestamp**

Jennifer L Tarr
Jennifer.L.Tarr@maine.gov
DOE Procurement Director
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication
(None)
Electronic Record and Signature Disclosure:
Accepted: 5/20/2021 2:29:25 PM
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

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itprocurement@maine.gov
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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	11/3/2023 11:46:17 AM
Certified Delivered	Security Checked	11/3/2023 11:46:25 AM
Signing Complete	Security Checked	11/3/2023 11:46:31 AM
Completed	Security Checked	11/3/2023 11:46:33 AM

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