



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:		Dept of Education – Education In The Unorganized Territories		
Department Contract Administrator or Grant Coordinator:		Cathy Severance cathy.g.severance@maine.gov		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$15,000.00	Advantage CT / RQS #:	05C20231010*1066
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	8/15/2023	Effective Date:	8/14/2024
	Previous End Date:	8/14/2024	New End Date:	8/14/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		AMHC, 180 ACADEMY ST., STE 3, Presque Isle, ME 04769		
Brief Description of Goods/Services/Grant:		EUT Student Psychological Eval & Consult		

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 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
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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.	<p>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.</p> <p>The EUT does not have certified licensed psychiatry staff to provide the required services. The need for the services is primarily located within EUT operated schools in Aroostook County, but there may be intermittent needs in other areas of the EUT.</p> <p>This amendment extends the contract for an additional year.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>AMHC is a fully licensed Mental Health Center in Aroostook County and able to provide the necessary services as needed and upon request. In addition, the fees charged by AMHC are consistent with other service providers who were willing in the past to provide these services. The cost of travel is less because of the location of the office in Presque Isle and the surrounding schools that are being served.</p> <p>The EUT is willing to work with any qualified vendor for these services. To be qualified a vendor must have:</p> <ul style="list-style-type: none"> • An active and valid appropriate license for these services issued by the State of Maine • Staff who have an active criminal history record check (CHRC) through the Maine Department of Education • Liability insurance <p>Any qualified provider who is interested in a contract should contact the listed contract administrator.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The EUT and the State of Maine does not provide staff in the school to provide the necessary consultation, evaluation, or therapy services as required per each student's IEP. The fees charged by AMHC are consistent with other providers who were willing in the past to provide these services. The cost of travel for the provider is less costly because of their geographic location to the schools that are being served.</p>
4. Describe the plan for future competition for the goods or services.	<p>Previous multiple RFP review processes resulted in no competitive multiple responses. Therefore, it was determined that due to the nature of the rural areas requiring services and the previous receipt of single vendor response bids for these services, a willing and qualified process would work best. The EUT continually inquires, coordinates and collaborates with local area school districts in order to gain information</p>

PART III: SUPPLEMENTAL INFORMATION

in order to acquire additional providers who are qualified and/or already providing services in other nearby local school districts.

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):

DocuSigned by:
Richard Colpitts
0D25E43B3420476

Typed Name:

Daniel A Chuhta Richard colpitts

Date:

8/22/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

8/27/2024

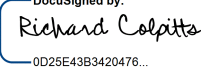
Certificate Of Completion

Envelope Id: 03308A6E37B147A0941BB0645B2F1F4C	Status: Completed
Subject: Complete with DocuSign: PJF AMD CT 05C20231010-1066 AMHC AY24-25.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Cathy Severance
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	cathy.g.severance@maine.gov
	IP Address: 98.97.19.0

Record Tracking

Status: Original	Holder: Cathy Severance	Location: DocuSign
8/22/2024 1:55:48 PM	cathy.g.severance@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
<div>DocuSigned by:  0D25E43B3420476...</div>	Sent: 8/22/2024 1:58:19 PM Viewed: 8/22/2024 2:21:05 PM Signed: 8/22/2024 2:21:28 PM
Richard Colpitts Richard.Colpitts@maine.gov Director of the EUT Maine Department of Education Security Level: Email, Account Authentication (None)	Signature Adoption: Pre-selected Style Using IP Address: 198.182.163.115

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

Status	Timestamps
Envelope Sent	8/22/2024 1:58:19 PM
Certified Delivered	8/22/2024 2:21:05 PM
Signing Complete	8/22/2024 2:21:28 PM
Completed	8/22/2024 2:21:28 PM

Payment Events