



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 \$5,000 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 #:				
Amount: (Contract/Amendment/Grant)		\$ 6,500.00	Advantage CT / RQS #:	20240523000000003378
CONTRACT	Proposed Start Date:		Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	6/17/2024	Effective Date:	9/2/2024
	Previous End Date:	6/30/2025	New End Date:	6/30/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		VC000010221 RSU 54 196 West Front St Skowhegan, ME 04976		
Brief Description of Goods/Services/Grant:		Funding to support the addition of a participant in the pilot for the 2nd Grade for ME Instructional Program		

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 checked="" 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.

One of the approved projects in Maine's Preschool Development Renewal Grant is the pilot of the 2nd Grade for ME instructional program with second grade teachers. During the 2024-25 school year, second grade teachers from MSAD 54 have willingly agreed to participate in the pilot. A newly hired teacher will be participating. The contract associated is being amended to include funds to purchase the instructional materials necessary for program implementation as well as stipends and travel costs associated with educator participation in the required professional learning for the program.

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

The SAU agreed to support participation of their educators to complete the requirements of pilots during the 2024-25 school year. No SAUs who expressed interest were excluded from the opportunity to participate.

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

A fixed rate per educator participating in the pilots was determined based on the estimated costs of instructional program materials and the amount of out of duty time/travel costs educators would incur participating in professional learning.

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

Notification of the opportunity was provided to all Maine school administrative units and all who expressed interest and agreed to the requirements of the pilot were selected to participate. Should the Department of Education have the need to pilot additional instructional programs/program components, notification will be provided so that all Maine SAUs have opportunity to participate.

### 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.

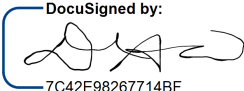

### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	10/2/2024
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	10/17/2024

**Certificate Of Completion**

Envelope Id: FC1946A66C024C24838D2CC83806CE13

Status: Completed

Subject: Complete with DocuSign: RSU 54 2nd For ME &amp; Math CT Amendment PJF (1).docx, RSU 54 Contract Ame...

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Renee Reilly

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Beth Lambert

Beth.Lambert@maine.gov

Chief Teaching and Learning Officer

Carahsoft OBO Maine Department of Education

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Daniel A. Chuhta

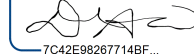
Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication  
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Payment Events	Status	Timestamps