



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.

PART I: OVERVIEW				
Department Office/Division/Program:		Dept of Education – Education In The Unorganized Territories		
Department Contract Administrator or Grant Coordinator:		Cathy Severance		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 7,500.00	Advantage CT / RQS #:	05C20231107*1339
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:		Amanda Pelletier 207 19 th Ave., Madawaska, ME 04756 VC0000250088		
Brief Description of Goods/Services/Grant:		EUT Connor CS Nurse AY23-24		

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 EUT does not have licensed Registered Nursing staff to provide the required services. The need for the services is primarily located within EUT operated Connor CS in Aroostook County, 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.

Amanda Pelletier is a fully licensed RN in Aroostook County and able to provide the necessary services as needed and upon request. In addition, the fee of \$30 per hour as charged by the provider 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 resident location of the provider in Madawaska.

The EUT is willing to work with any qualified vendor for these services. To be qualified a vendor must have:

- An active and valid Registered Nurse 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

Any qualified provider who is interested in a contract should contact the listed contract administrator.

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

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 for operations of EUT schools.

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

EUT is willing to accept any willing and qualified provider. Please contact the listed contract administrator.

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):DocuSigned by:
Richard Colpitts
6D25E43B3420476...

Typed Name:

Richard Colpitts – EUT Director

Date:

12/4/2023

Signature of DAFS
Procurement Official:DocuSigned by:
Joseph Zrioka
EA813178102243C...

Typed Name:

Joseph Zrioka Director of IT Procurement

Date:

12/1/2023

Certificate Of Completion

Envelope Id: 62E695CB567A4B75B31D5B2C03194E33

Status: Completed

Subject: Complete with DocuSign: PJF PELLETIER, AMANDA RN - AY23-24 EUT CCS NURSE.docx ITP-232579

Source Envelope:

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Envelope Originator:

Certificate Pages: 5

Initials: 0

Joseph Zrioka

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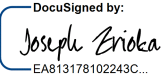
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Joseph Zrioka joseph.a.zrioka@maine.gov Director of IT Procurement State of Maine - Office of Information Technology Security Level: Email, Account Authentication (None)	<div>DocuSigned by:  EA813178102243C...</div> <div>Signature Adoption: Pre-selected Style Using IP Address: 76.28.45.11</div>	Sent: 12/1/2023 9:46:23 AM Viewed: 12/1/2023 9:46:34 AM Signed: 12/1/2023 9:46:41 AM

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Olivia Schafer
olivia.schafer@maine.gov

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katherine.warren@maine.gov

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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	COPIED	Sent: 12/1/2023 9:46:43 AM

ITPROC itprocurement@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/1/2023 9:46:43 AM
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	12/1/2023 9:46:23 AM
Certified Delivered	Security Checked	12/1/2023 9:46:34 AM
Signing Complete	Security Checked	12/1/2023 9:46:41 AM
Completed	Security Checked	12/1/2023 9:46:43 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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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.

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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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- 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..

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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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