



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 and Learning/Early Learning Team			
Department Contract Administrator or Grant Coordinator:		Renee Reilly, Preschool Development Grant Manager			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)		\$ Multiple Amounts	Advantage CT / RQS #:	Multiple Contracts – See List Below	
CONTRACT	Proposed Start Date:	3/3/2025	Proposed End Date:	12/30/2025	
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:		Multiple Grantees			
Brief Description of Goods/Services/Grant:		Grantees will develop transition plans for incoming kindergarten students to increase family engagement, encourage school attendance, and build strong partnerships.			

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
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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.

The Maine Department of Education is partnering with the Maine Department of Health and Human Services of a federally awarded Preschool Development Grant (PDG). One of the approved projects in the PDG is supporting the transition into kindergarten. Transitioning into Kindergarten is a very exciting but often overwhelming time for young learners and their families. Building strong transition plans that include community partnerships enables schools and educators to be ready to meet children and families where they are in many aspects of this transition period.

Representatives from all SAUs and community early care and education providers were encouraged to register for the Kindergarten Transition technical assistance (TA) program.

Participants engaged in a TA program that guided the strengthening of community partnerships, equitable practices for families, and a universal understanding of what it means to be ready for children and families to succeed in kindergarten. The goal of implementing kindergarten transition plans is to increase family engagement, encourage school attendance, and build strong partnerships to support kindergarten transitions for children, families, and school communities.

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

Participants who engaged in the entire TA program with the Maine DOE, formed a transition team, and developed a year-long transition plan to support children and families before, during, and after the transition to kindergarten were eligible to apply for a mini-grants to support the implementation of the plans leading up to and continue into the 2025-2026 school year. All participants who submitted a Kindergarten Transition application were granted a mini-grant.

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

The costs associated with supporting the Kindergarten Transition Plans were negotiated as part of the application process for each applicant.

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

If the Department intends to offer another round of Kindergarten Transition mini-grants, the Department plans to offer the opportunity to all SAUs and community early care and education providers.

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:	3/21/2025
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	4/1/2025

Preschool Development Grant – Kindergarten Transition Mini-Grant Recipients

SAU	Vendor Code	Address	Estimated Award	CT #
RSU 14	VC0000136926	228 Windham Center Road Windham, Maine 04062	\$15,000.00	20250311000000002078
RSU 57	VC1000066294	86 West Rd Waterboro, ME 04087	\$12,500.00	20250311000000002079
Sanford School Department	VC0000102067	917 Main St Ste 200 Sanford, ME 04073	\$15,000.00	20250311000000002080
St George Municipal School Unit	VC0000206265	PO BOX 153 Tenants Harbor, ME 04860	\$7,500.00	20250311000000002081

Certificate Of Completion

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Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

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Security Appliance Status: Connected

Pool: StateLocal

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Pool: Maine Department of Education

Location: Docusign

Signer Events

Signature

Timestamp

Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication
(None)

Signature Adoption: Drawn on Device
Using IP Address: 72.231.250.95

Sent: 3/21/2025 3:40:39 PM

Viewed: 3/21/2025 3:40:54 PM

Signed: 3/21/2025 3:42:50 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

Envelope Sent

Hashed/Encrypted

3/21/2025 3:40:39 PM

Certified Delivered

Security Checked

3/21/2025 3:40:54 PM

Signing Complete

Security Checked

3/21/2025 3:42:50 PM

Completed

Security Checked

3/21/2025 3:42:50 PM

Payment Events

Status

Timestamps