

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Department of Education (DOE), Special Services		
Department Contract Administrator or Grant Coordinator:	Dawn Kliphan, Contract/Grant Specialist Chelsey Fortin-Trimble, Director of Policy and Government Affairs		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$15,000.00	Advantage CT / RQS #:	20150519*3860
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/15	Effective Date:
	Previous End Date:	1/31/22	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	GEM School Software, 202 Alfred Road, PO Box 623, West Kennebunk, ME 04094		
Brief Description of Goods/Services/Grant:	GEM will add a new grant management module for distributing subawards to School Administrative Units (SAUs) from the Elementary and Secondary School Emergency Relief Fund (ESSER) #II grant, newly awarded to the Maine DOE.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
X	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization: COVID

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:

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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.

Using a new GEM system module for the Elementary and Secondary School Emergency Relief Fund (ESSER) #II grant (CFDA 84:425D), awarded under Coronavirus Aid, Relief and Economic Security Act (CARES), DOE will distribute and manage subawards to Maine School Administrative Units (SAUs). Through the new module, SAUs will receive critical funding in a timely and efficient manner.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

D. Proprietary/Copyright/Patents

DOE currently manages numerous federal grants through the GEM grant management system, including another ESSER module. GEM School Software, designed and piloted the grant management system in 2003 and subsequently won an RFP award (RFP 05A-803411) to continue this work. Since then, over \$2,500,000 has been invested in the system while GEM has continued to work on upgrades, additions, adaptations and maintenance in accordance with Maine DOE program managers' needs. GEM's grant management system has served the Maine DOE reliably and effectively for more than a decade. There is no other system that can replicate the GEM grant management system, particularly in the timeframe needed. No other system can provide these services in a more cost-efficient manner.

L. Other: COVID

The U.S Department of Education (US ED) awarded recently awarded ESSER II funds to Maine through the Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act, 2021, Public Law 116-260, Section 313.


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

GEM's grant management system offers the most cost-efficient method for obtaining these services, largely because the GEM system is already in place. DOE has already invested significantly in the electronic GEM grant management system and in training for DOE and SAU personnel on the system. As such, the cost for this additional module is substantially lower than what other potential grant management services could offer. The \$15,000 budget for the CRF grant is small in comparison to the annual budgets of \$382,491 in the current contract that pay for eight other federal grant programs. A comparable product would involve substantial costs and years of work to develop, test and rollout. In addition, no other system could accommodate the urgency for distributing these funds immediately to meet the needs of Maine's SAUs in relation to the COVID pandemic crisis.

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

DOE issued an RFP for grant management services and awarded the contract to another organization for future grants.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	2/1/2021
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
	<small>066BBD06EE6347F...</small>		
Printed Name:	Michelle Fournier	Date:	2/4/2021


Certificate Of Completion

Envelope Id: 4215BE863EB54C23B4EC4DFD20FF97E9	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.137

Record Tracking

Status: Original 2/1/2021 1:12:54 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO 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)	Sent: 2/1/2021 1:12:55 PM Viewed: 2/1/2021 1:15:05 PM Signed: 2/1/2021 1:16:13 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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	2/1/2021 1:12:55 PM
Certified Delivered	Security Checked	2/1/2021 1:15:05 PM
Signing Complete	Security Checked	2/1/2021 1:16:13 PM
Completed	Security Checked	2/1/2021 1:16:13 PM

Payment Events

Status

Timestamps