

## 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 – Special Services			
Department Contract Administrator or Grant Coordinator:	Stacey Bean			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$10,000.00	Advantage CT / RQS #:	20201203*1677	
CONTRACT	Proposed Start Date:	12/16/2020	Proposed End Date:	12/16/2020
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:	Southern Maine Administrative Collaborative 18 Maplewood Avenue Biddeford, ME 04005			
Brief Description of Goods/Services/Grant:	To provide a statewide training for psychologists regarding proper assessment identification, when is a remote psychological evaluation/assessment appropriate and what type of remote assessment is needed.			

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
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	E. Emergency - COVID		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>

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## PART III: SUPPLEMENTAL INFORMATION

Throughout the State of Maine, districts are behind and out of compliance with psychological evaluations. Prior to COVID, the lack of qualified psychologists in the state had created a backlog in compulsory evaluations. Due to the impact of COVID-19, Maine school administrative units are now experiencing a critical backlog in psychological evaluations statewide. SAUs are out of compliance with limited resources to mitigate the need. Providing resources, is vital to begin addressing the expanding levels of unmet need. This training will introduce much needed guidance on completing evaluations remotely to psychologists.

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

The Southern Maine Administrative Collaborative (SMAC), a 501(c)(3), was formed in June of 2018 as a result of a new state initiative providing additional state education funds to districts that band together to create regional centers which consolidate administration and other services. COVID-19 has created a critical backlog in psychological evaluations statewide. SMAC is engaged in a pilot project to provide remote and in-person psychological services to districts that are struggling to access school psychologists. SMAC has employed certified 093 psychologists with remote assessment experience in order to meet the intent of the pilot project. The training addresses the use of tele assessment, when are they appropriate in the evaluation process, how to calibrate the type of assessment to the needs of the student, and how to build a relationship between the psychologist and school team. SMAC is uniquely positioned to provide training for psychologists as they begin to explore telehealth services and expand critically needed services statewide.

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

The \$10,000.00 is to provide an hour and half live online training for school psychologists with the option to ask clarifying questions. The Agenda covers:

1. Setting the stage for a psychological evaluation with remote elements
2. How to complete an initial evaluation that includes remote elements in a legally defensible and ethically responsible way
3. Completing ethically sound and legally defensible reevaluations using a distance assessment format


The negotiated cost is consistent with other similar services.

The training will also be recorded and added to our website for future reference.

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

The Maine Department of Education does not anticipate a recurrent training as the training will be added to the department's online learning platform for future review and reference.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Pender Makin</i>		
<b>Printed Name:</b>	Pender Makin	<b>Date:</b>	12/14/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	066BBD96EE6347F Michelle Fournier	<b>Date:</b>	12/17/2020