

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:		Office of Innovation			
Department Contract Administrator or Grant Coordinator:		Beth Lambert			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:	20201214000000001877		
CONTRACT	Proposed Start Date:	January 4 th , 2021	Proposed End Date:	April 16 th , 2021	
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:		CAST, 200 Harvard Mill Square, Suite 210, Wakefield, MA 01880			
Brief Description of Goods/Services/Grant:		Digital Learning Series on Universal Design for Learning and Interactive Webinars for MOOSE Platform			

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
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency – COVID 19		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization – COVID 19

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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PART III: SUPPLEMENTAL INFORMATION

In order to ensure that learning can continue throughout the COVID 19 pandemic, the Maine Department of Education created the MOOSE platform, a library of asynchronous learning modules that are free and available to educators and all students. The creation of these type of library of learning modules has not been done before and we have found that the educators who we have hired to do this work need additional support in order to design these modules to be accessible to all students. Since these modules are being used by schools and students currently, a RFP process would delay the delivery of this product to schools and would be extremely disruptive to the learning.

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

CAST is the founder and leading authority for "Universal Design for Learning (UDL)". As the pioneer and a leader in the growing field of UDL, CAST has earned both national and international recognition for its innovative contributions to educational products, classroom practices, and policies. CAST's research and development in Universal Design for Learning puts CAST in the unique position of being able to directly apply its research to instructional practice. CAST is also the author of "Teaching Every Student in the Digital Age; Universal Design for Learning" and the "Universal Designed Classroom"; both texts provide the foundation for UDL theory and principles. In addition, Universal Design for Learning is increasingly referenced in education policy briefs, research literature, teacher professional development, and books and articles for educators. The research-based UDL Guidelines developed by CAST provided a strong foundation for the definition of UDL used in the 2008 passage of the Higher Education Opportunity Act. Universal Design for Learning is recommended also in the National Educational Technology Plan released in 2010. In 2009, CAST established the National Center on Universal Design for Learning (www.udlcenter.org) as a resource for UDL stakeholders – including educators, policymakers, parents, curriculum developers, and publishers – to help them better understand and advocate for UDL.

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

Funding is allocated as part of the CARES Act ESSER funds awarded to the Maine Department of Education to be used to support projects and initiative that reduce educational disruptions caused by the COVID-19 pandemic. The rates are fair and reasonable as they represent rates that have been received previously and the costs to replace the expertise of this vendor (especially within the necessary timeline) would far exceed the negotiated rates.

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

Under the current circumstances caused by the COVID-19 pandemic it is necessary for this to be offered within a short timeline. In the future, the Department plans to use a competitive bidding process for projects like this.

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>		
	<i>Pender Makin</i>		
Printed Name:	Pender Makin	Date:	12/16/2020
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>Digitally signed by</small> <i>Michelle Fournier</i> <small>006BBD96EE5247F...</small> </div>		

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Printed Name:	Michelle Fournier	Date:	12/23/2020
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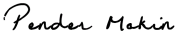
Certificate Of Completion

Envelope Id: 8504DB8694E44ABB8D1324079A7C9826	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Pender Makin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Pender.Makin@maine.gov
	IP Address: 64.207.219.73

Record Tracking

Status: Original	Holder: Pender Makin	Location: DocuSign
12/16/2020 4:04:23 PM	Pender.Makin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Pender Makin		Sent: 12/16/2020 4:04:25 PM
Pender.Makin@maine.gov		Viewed: 12/16/2020 4:04:43 PM
Commissioner		Signed: 12/16/2020 4:05:48 PM
Carahsoft OBO Maine Department of Education	Signature Adoption: Pre-selected Style	Freeform Signing
Security Level: Email, Account Authentication (None)	Using IP Address: 198.182.163.113	

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	12/16/2020 4:04:25 PM
Certified Delivered	Security Checked	12/16/2020 4:04:43 PM
Signing Complete	Security Checked	12/16/2020 4:05:48 PM
Completed	Security Checked	12/16/2020 4:05:48 PM

Payment Events

Status

Timestamps