

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:		Dept. of Education, Office of Special Services		
Department Contract Administrator or Grant Coordinator:		Tracy Whitlock, Ph.D., Education Specialist		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$5,600.00	Advantage CT / RQS #:	20201214*1882	
CONTRACT	Proposed Start Date:	1/1/21	Proposed End Date:	6/30/21
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:		Maine Mathematics and Science Alliance		
Brief Description of Goods/Services/Grant:		Develop and deliver Professional Learning Series in math for Grade 2-7 students		

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
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization:

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.

The purpose of this Contract is to respond to the Covid pandemic with remote tools, support and training for educators to provide for high quality remote math instruction for Maine students during the Covid crisis. Services under this agreement will provide for the development and delivery of remote educational tools and remote professional development resources for use by math interventionists, special educators, Maine Mathematics and Science Alliance (MMSA) and the Maine Department of Education (DOE).

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

Single Source/Unique Vendor:

This agreement builds upon contractual services provided by MMSA that began with emergency Coronavirus Relief Funds (CRF) to facilitate virtual math learning experiences. In addition, Cheryl Tobey (a former DOE Math Specialist, now an employee of MMSA) has extensive experience with the DOE's Math4ME program. She has unique, expertise with math pedagogy and curriculum and with the DOE's long-term strategies in building math competencies of Maine students.


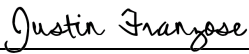
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Costs for this contract are reasonable and based on 56 hours of highly specialized services to be delivered by MMSA's Science, Technology, Engineering and Math (STEM) education specialist(s). MMSA will collaborate with DOE Math4ME specialists to develop a Professional Learning Series for Grades 2-7 special educators. This will include adaptations and expanded use of the Mathematics Diagnostic Interview tools and asynchronous training to include materials, videos and online support.

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

MMSA is the expert resource in the state of Maine, but we could also look to national organizations that support math learning.

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	Date:	1/5/2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	1/19/2021

Certificate Of Completion

Envelope Id: 86CBA6E47FAB480C83C7CADD6E6BB929	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov IP Address: 64.207.219.71
Envelopeld Stamping: Disabled	
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 1/5/2021 3:52:18 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

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: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 1/5/2021 3:52:19 PM Viewed: 1/5/2021 3:52:31 PM Signed: 1/5/2021 3:53:04 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	1/5/2021 3:52:19 PM
Certified Delivered	Security Checked	1/5/2021 3:52:31 PM
Signing Complete	Security Checked	1/5/2021 3:53:04 PM
Completed	Security Checked	1/5/2021 3:53:04 PM

Payment Events

Status

Timestamps