

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 Innovation / RREV Grant | |
| Department Contract Administrator or Grant Coordinator: | | Beth Lambert / Martin Mackey | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 27,684.00 | Advantage CT / RQS #: | 20210819000000000408 |
| CONTRACT | Proposed Start Date: | Proposed End Date: | |
| AMENDMENT | Original Start Date: | Effective Date: | 1/1/2022 |
| | Previous End Date: | New End Date: | 8/31/2022 |
| GRANT | Project Start Date: | Grant Start Date: | |
| | Project End Date: | Grant End Date: | |
| Vendor/Provider/Grantee Name, City, State: | | Maine Math & Science Alliance – Augusta, Maine | |
| Brief Description of Goods/Services/Grant: | | RREV Coach to support Pilot Implementation Teams receiving the Awarded Contracts | |

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 |
| X | 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.

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PART III: SUPPLEMENTAL INFORMATION

As part of a grant (RREV) the Department received last year from US DOE, the Department is to enter into contracts with education individuals specifically to work with/coach the pilot implementation (teams of educators) at schools recently awarded funding. This contract is to cover the cost of hiring these coaches to support the implementation of the awarded pilots. These coaches will assist implementation teams through a variety of regular services including: regular meetings, provide innovation PD as needed, work with school leaders and community partners to promote collaboration between and among all award receivers, facilitate and monitor all online collaboration/discussion, evaluate and advise on the progress of pilot implementations, and provide guidance regarding implementation data gathering.

X

Amendment reason: The original contract was written for the Fall academic semester. We wish to extend the contract eight months for the Spring and Summer academic semesters.

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

Maine Math and Science Alliance has personnel with specific skills and expertise in areas that the RREV project is seeking support in – outdoor education, online learning, multiple and flexible pathways to learning, extended learning opportunities, and instructional coaching. In addition, some MMSA personnel have had direct involvement in IMPD work was part of the original request in the grant narrative.


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

The negotiated costs for this contract were outlined in the original grant narrative and are to be determined based on “buying out” part of the contracted coach’s contract with their current employer.

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

The Department will review all options if it considers adding additional coaches to ensure that it aligns with the requirements of the grant and follows the laws and rules of the state.

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: | 12/9/2021 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small> <i>Michelle Fournier</i> | | |
| Printed Name: | <small>066BBD96EE5347F...</small> Michelle Fournier | Date: | 1/5/2022 |

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Certificate Of Completion

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|---|---|
| Envelope Id: 031721E040C24949ACE83B8325782A51 | Status: Completed |
| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 5 | Signatures: 2 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov |
| Envelopeld Stamping: Disabled | IP Address: 64.207.219.135 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

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|---|---|--------------------|
| Status: Original 12/9/2021 11:49:38 AM | Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov | Location: DocuSign |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | 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) | Sent: 12/9/2021 11:49:39 AM Viewed: 12/9/2021 11:49:49 AM Signed: 12/9/2021 11:50:34 AM Freeform Signing |
| Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95 | |

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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**

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| Envelope Sent | Hashed/Encrypted | 12/9/2021 11:49:39 AM |
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| Signing Complete | Security Checked | 12/9/2021 11:50:34 AM |
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Payment Events**Status****Timestamps**