



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Cheryl Lang / Matthew Vaughan	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 78,000	Advantage CT / RQS #: 20220106*1634
CONTRACT	Proposed Start Date:	1/24/2022	Proposed End Date: 12/31/2022
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:		National Center for the Improvement of Educational Assessment 31 Mount Vernon St. Dover, NH 03820	
Brief Description of Goods/Services/Grant:		The purpose of this agreement is to provide the Department with a review of the school accountability system required under ESSA.	

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

Please respond to ALL of the questions in the following sections.

### 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.

Maine's school accountability system went live for the 2018-19 school year. In order to ensure the system continues to operate thoroughly, quality assurance and review of the logic model needs to continue to take place to ensure the reliability and accuracy of the data and methodology used to identify schools for additional supports alongside populating ESSA required reporting. The review of the logic model will include verifying the accuracy and reliability of the data points within the model.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Leslie Keng, a senior associate with The Center, has assisted the Department in developing the accountability system modeling tool since 2017. Leslie Keng's experience and intricate knowledge of Maine's accountability system, data and specific nuances associated with Maine's data, he is the only service provider skilled to lead this work. The US Department of Education (USDOE) has released in recent weeks, an addendum template available to be used by states to outline proposed changes to accountability process and procedures previously developed and implemented. The proposed "soft" deadline for timely review of such addendums provided by the USDOE was March 7, 2022. Given the abbreviated turnaround time, Mr. Keng has the necessary knowledge, experience and skills to support and assist Maine in amending and performing necessary quality assurance analysis within allotted timeframe. There is insufficient time to train and develop individuals understanding to support the work and meet the necessary deadline.

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

The negotiated rates in the Scope of Work are comparable to the rates of other psychometricians.

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

It is unlikely that similar work would be open to competition in the future given the fact that The National Center for the Improvement of Educational Assessment, Inc. (The Center for Assessment, or The Center) assisted in the 2018-2019 design, implementation, and review of Maine's Model of School Support or school accountability system for the Maine DOE.



This remains undetermined at this time. Maine is in the midst of an assessment and accountability evaluation and redesign with enhancements and developments to the current model. Based upon the direction of the model, it is hoped much of the work can be completed within the Maine DOE moving forward, however, if external expertise is required, the Department will take all necessary and-required steps to ensure all procurement requirements including, posting for bidding if applicable, are adhered to.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel Chuhta	Date:	1/14/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>066BBD96EE5347F...</small>		
Typed Name:	Michelle Fournier	Date:	1/21/2022


**Certificate Of Completion**

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Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.71
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Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 1/14/2022 9:14:35 AM Viewed: 1/14/2022 9:14:45 AM Signed: 1/14/2022 9:16:02 AM Freeform Signing
	
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