

**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:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Amy Allen, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$31,000 (adding \$12,000 for a total CT Amount of \$43,000	Advantage CT / RQS #:	20221018*1145
CONTRACT	Proposed Start Date:	10/17/2022	Proposed End Date: 12/30/2022
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date: 1/31/2023
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		National Association of Charter School Authorizers (NACSA)	
Brief Description of Goods/Services/Grant:		To provide the Commission with consistent, thoughtful, and experienced authorizing support throughout the current transition period (10-17-22 through 12-30-22). *Extending until 1-31-23*	

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 checked="" type="checkbox"/>	B. Amendment (January 2023)	<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 checked="" 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.

The Maine Charter School Commission wishes to engage in consulting and leadership services with the National Association of Charter School Authorizers (NACSA) due to an unforeseen change in staffing and capacity.

***AMENDMENT – The Commission is continuing to need the services of NACSA as we navigate through many staffing transitions. This is not changing the Scope of Work but clearly defining the focus of the last few weeks of the existing contract. We plan to extend the contract in three primary domains. The first level of support required is to guide the Commission Search Committee in their efforts to conduct a nationwide search and to hire a new Executive Director. The second is to continue to offer expertise as we partner with Harpswell Coastal Academy to ensure a smooth close of the school. Finally, as we plan to operate with a reduced staff this academic year, NACSA will support the Interim Executive Director with various projects that arise.**

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

NACSA is a nationally recognized organization that supports the work of charter school authorizers and leadership development.

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

The rate for the services was determined to be fair and reasonable based on the scope and sequence of the work requested and the level of involvement of the organization in the operations of the Maine Charter School Commission.

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

At this time there are no plans for future services.

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):	<i>Amy Allen</i>		
Typed Name:	Amy L. Allen, Operations Director	Date:	January 25, 2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Thomas Paquette</i>		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	1/27/2023