

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. 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, Maine Learning Technology Initiative			
Department Contract Administrator or Grant Coordinator:		Beth Lambert, Director of Innovative Teaching and Learning			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:			
CONTRACT	Proposed Start Date:	2/15/2021	Proposed End Date:	7/31/2021	
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:		Cates LLC, 205 E. 42nd St., 20th Floor New York, NY 10017			
Brief Description of Goods/Services/Grant:		Development of the MLTI Virtual Student Conference & UBER session, including media, tech platform, and management.			

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.**

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PART III: SUPPLEMENTAL INFORMATION

Each year the Maine DOE's Maine Learning Technology Initiative holds a student conference. The in-person conference has been held every May for eighteen years. The conference is typically held on the University of Maine's Orono campus.

This year the conference will need to pivot to an online delivery format, a virtual student conference, due to the COVID-19 Pandemic. The annual student conference this May will require the Department to design and create the virtual student conference experience. The MLTI program does not have the capacity to design and deliver an online student conference experience. This work requires the capacity to implement a technology-focused student conference involving over 500 participants, within a virtual platform.

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

Cates, LLC provided MLTI student conference services in 2020 through a contract to create the student conference's UBER session, a one-of-a-kind session that demonstrated the power of collaboration through technology. The company has the infrastructure and experience with the MLTI student conference and in 2020 was able to quickly convert and deliver the UBER session to an online virtual experience that included an online platform for the virtual delivery.

This year, due to the extreme circumstances of a global pandemic, and restrictions due to COVID-19 and the time restrictions brought on as a result, we have a need to use a vendor with prior conference experience and with online delivery infrastructure and processes already in place.



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

Cates LLC's hourly rate is \$40.00, including the cost of their online conference platform. Maine DOE has done an online comparison of this hourly rate to application developers and CATES LLC's is providing application development and the conference platform at an hourly rate that is 42% of the market rate based on rates published online for application developers. The market cost of conference software is \$25,000+ and includes long-term agreements, monthly charges, or per registration fees, the cost of the virtual conference platforms far exceed the MLTI student conference program budget that was established pre-pandemic.

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

The Department is currently drafting an RFP for the 2022 in-person MLTI student conference and will follow competitive bidding requirements for future conferences.

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, Deputy Commissioner	Date:	2/3/2021
Signature of DAFS Procurement Official:	 <small>066BBD96EE5347E...</small>		
Printed Name:	Michelle Fournier	Date:	2/11/2021


Certificate Of Completion

Envelope Id: 6337CB290B0E43CCAD7E950C2A792EA0	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.136

Record Tracking

Status: Original 2/3/2021 10:18:29 AM	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: 2/3/2021 10:18:31 AM Viewed: 2/3/2021 10:18:55 AM Signed: 2/3/2021 10:19:57 AM 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	2/3/2021 10:18:31 AM
Certified Delivered	Security Checked	2/3/2021 10:18:55 AM
Signing Complete	Security Checked	2/3/2021 10:19:57 AM
Completed	Security Checked	2/3/2021 10:19:57 AM

Payment Events

Status

Timestamps