

# 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:		Maine Department of Education- Diversity, Equity and Inclusion Committee		
Department Contract Administrator or Grant Coordinator:		Danielle Despins		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8000	Advantage CT / RQS #:	20210203000000002154	
CONTRACT	Proposed Start Date:	2/17/2021	Proposed End Date:	3/31/2021
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:		Mother Tree Collaboratory, LLC, 10416 Montrose Ave #203 Bethesda, MD		
Brief Description of Goods/Services/Grant:		Four-week professional development workshop series serving up to 300 individuals within the state of Maine's school system.		

## 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>x</b>	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

## PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL 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

The Maine Department of Education- Diversity, Equity and Inclusion (DEI) Committee will offer educators an opportunity to participate in three virtual workshop series to discuss and address bias in Maine schools. Amber Coleman-Mortley is one of the three presenters selected to deliver this professional opportunity to the Maine Educational Community. This series will span four-sessions over a one-month period. These workshops will include two 2-hours virtual workshops and two 1-hour reflection sessions. The 2-hour sessions in each series will be content heavy and will be flanked by a 1-hour reflective session the following week.

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

Amber Coleman-Mortley, founder of Mother Tree Collaboratory, is an expert in her field. She has over nine years teaching experience and is currently the Director of Social Engagement for iCivics in which her responsibilities include recruiting teacher influencers; and elevating diverse voices and perspectives within the civic education space, as well as having built a successful youth fellowship. Amber's advocacy and expertise have been featured in the New York Times on several occasions and has qualified her for an invitation to the White House to discuss influencer campaigns that focus on family health and wellness.

This project will be funded by Title II, Part A state activities funds.


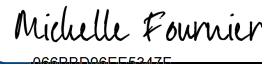
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Amber Coleman-Mortley has regular speaking engagements and offers similar workshops within her profession. Negotiation was based on presenters' standard rate for comparable activities.

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

In future we will continue to consider value expertise in determining appropriate compensation for speaker engagements.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>		<i>By signing below, I signify that I approve of this procurement request.</i>
<b>Printed Name:</b>	Pender Makin, Commissioner	<b>Date:</b> 2/12/21
<b>Signature of DAFS Procurement Official:</b>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b> 2/17/2021