

# 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:		Education/Commissioners Office			
Department Contract Administrator or Grant Coordinator:		Jessica Nixon			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 27980	Advantage CT / RQS #:			
CONTRACT	Proposed Start Date:	<b>3/1/2021</b>	Proposed End Date:	12/31/2021	
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:		Maine Intercultural Communications Consultants – Portland, Maine			
Brief Description of Goods/Services/Grant:		<b>INTERCULTURAL CAPACITY BUILDING</b> Multi-pronged approach to internal staff development for all (~180) DOE staff including individualized completion of the Intercultural Development Inventory® (IDI®) for measurement of the group's and individual's abilities to bridge effectively across cultural differences to create an inclusive work environment. Additional group intensive work including group IDI debriefs and workshopping of The Ripple Effects of Culture.			

## 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
<b>X</b>	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.**

**State of Maine  
Procurement Justification Form**

**PART III: SUPPLEMENTAL INFORMATION**

The Maine Department of Education has prioritized and committed to improving outcomes of diversity, equity and inclusion within our Maine educational system and have committed to modeling this support within our internal operations.

<https://mainedoews.net/2020/12/11/joint-statement-of-commitment-and-support-for-diversity-equity-and-inclusion-in-maine-schools/>

In addition, and specifically to this service, the DOE publicly committed to an equity audit and making opportunities for training and awareness available to staff.

<https://mainedoews.net/2020/06/06/department-of-education-our-commitment-and-shared-resources-to-combat-racism/>

Having explored various forms of collaboration and training, we are in need of this intercultural assessment tool in order to embark on the next phases of our multi-pronged individual and organizational review.

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

DOE has researched and reached out to various organizations in a quest to find programs available that fit our immediate and comprehensive needs for these services. This organization has the tools and research backed resources available to help with both the individual and group identifications and provides a tailored training experience as a result of these tests. The organization is available to begin immediately, and the consultants have backgrounds and ties to the education sector being former educators. They have the specific experience as well having worked with multiple state agencies already through aspects of their programming which makes them uniquely qualified to deal with the complexities of both the educational sector and the government public service environments.

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

The rates and program totals have been discounted and negotiated. The typical costs for this program would far exceed what is being offered to us and we are getting a customized and unique experience. We were able to take off a portion of the training program which was not cost allowable for us, identify other cost savings opportunities such as utilization of asynchronous and synchronous opportunities within the program, and they have been willing to exceed their typical class sizes in order to accommodate a fewer number of sessions which was made possible in part to the utilization of remote zoom meeting formats.

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

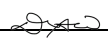
We do not have any current plans for a repeat of this service procurement.

**State of Maine  
Procurement Justification Form**

**PART III: SUPPLEMENTAL INFORMATION**

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**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>	Daniel A. Chuhta	<b>Date:</b>	2/12/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
	<small>066BBD96EE5347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	2/22/2021


### Certificate Of Completion

Envelope Id: 57575573848642E8B5C4E50E0EA3852D	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	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 2/12/2021 1:50:00 PM	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

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 2/12/2021 1:50:01 PM Viewed: 2/12/2021 1:52:13 PM Signed: 2/12/2021 1:53:04 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**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	2/12/2021 1:50:01 PM
Certified Delivered	Security Checked	2/12/2021 1:52:13 PM
Signing Complete	Security Checked	2/12/2021 1:53:04 PM
Completed	Security Checked	2/12/2021 1:53:04 PM

### Payment Events

Status

Timestamps