

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:		Department of Education – Special Services	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		Advantage CT / RQS #:	CTMV 20210604*0018
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	07/01/2021	Effective Date:
	Previous End Date:	06/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Various Vendors	
Brief Description of Goods/Services/Grant:		Due process mediations, hearing presiders and back-up complaint investigators, along with IEP facilitators.	

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
X	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.

The current CTMV includes mediators, hearing officers and a back-up complaint investigator to cover due process proceedings in disputes concerning the free and appropriate public education for students with disabilities. This will add qualified IEP facilitators to the CTMV, which are needed to lead successful IEP meetings. IEP facilitators are needed in several ways, including when there is a history of communication challenges or a meeting is expected to be particularly complex or controversial. The need to add the IEP facilitators is to reduce and hopefully prevent from going to mediations. There are pending cases right now that need the facilitators help in avoiding further escalation.

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PART III: SUPPLEMENTAL INFORMATION

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

On November 4, 2021 a DOE news release was published seeking potential IEP Facilitators. MDOE advertised and providers had to apply and must be qualified with the Department to be on the facilitator list. The qualification criteria was set by the State Director of Special Services, in collaboration with the Dispute Resolution Coordinator in the Office of Special Services. These are the requirements:

- Have a B.A. or B.S. from an accredited institution.
- Have some knowledge or experience with the special education process.
- Have an understanding and experience with meeting facilitation, group process and alternative dispute resolution options.
- Have the ability to work with a variety of individuals, understanding and respecting individual differences, particularly those related to cultural and demographic characteristics.
- Not be currently employed by any School Administrative Unit, public agency, special purpose private school, or private school.
- Be available during school hours to travel to school districts in their region to facilitate or conduct virtual meetings as assigned.
- Be able to maintain confidentiality of information provided to them regarding special education meetings they facilitate.
- Be able to use email as a form of communication.
- Possess leadership, facilitation, communication, and conflict resolution skills.
- Attend a Department sponsored, weeklong, 16.5-hour IEP Facilitation training to become a certified IEP meeting facilitator.
- Must be able to pass a Criminal History Record Check (CHRC) through the Department.

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


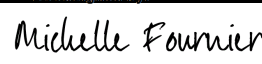
Facilitators will be paid \$120/hour for in-person or virtual facilitation services for up to 3 hours per meeting. In addition, the Department will pay \$50/hour for administrative costs.

The DOE set the hourly rates based on the research conducted on the national data rates, and per CADRE these rates are comparable.

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

The Department is currently working on an RFP for future services.

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	Date:	1/14/2022
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;">  </div>		

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Printed Name:	Michelle Fournier	Date:	2/1/2022
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