



## 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:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Amy Poland	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,700.00	Advantage CT / RQS #:	CT 20230118*1910
CONTRACT	Proposed Start Date:	1/30/2023	Proposed End Date: 6/30/2023
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:		Heather Rogers	
Brief Description of Goods/Services/Grant:		To facilitate courses and book studies that focus on social-emotional learning strategies for adult learners.	

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 type="checkbox"/>	B. Amendment	<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 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.

Delivering professional development and technical assistance to practitioners in the field is a critical component of the work of the state office and a requirement of the federal literacy dollars received for adult education. The pandemic surfaced the critical need in the adult education field for professional development in social emotional learning practices and models that specifically address the needs of adults. Adult education learners often have barriers that impact their academic and employment success, including trauma, anxiety, and other mental health challenges. As a result, it is important for adult education staff to have the tools and training necessary to best support their learners. Additionally, under the Workforce Innovation and Opportunity Act, adult education providers must provide research-based instructional practices to their learners. They also must ensure that their instructors are well-trained and have access to high-quality professional development. The state Professional Development Coordinator also coordinates the Maine College and Career Access grant program, and as a result, needs support in the development and delivery of required training to the field.

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

Heather Rogers brings expertise in social emotional learning and adult education instruction. She has worked with the state team since 2020 to develop relevant professional development opportunities in social emotional learning for adult learners, including the courses she will continue to facilitate. Ms. Rogers also works as an adult educator and English instructor in the community college system, so she brings an experienced perspective to her facilitation and strong connections within the field.

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

When compared with other adult education professional development providers that have been recently utilized by the Maine Adult Education Office, Ms. Rogers's rates are comparable in price. Other providers used in comparison include World Education/IDEAL, American Institutes for Research (AIR), and TERC.

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



There is no plan for future competition for the services. At this time there are very few options for finding experts and facilitators to do this work with an adult education perspective.

**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):			
Typed Name:	Daniel A. Chuhta	Date:	1/24/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	066BBD96EE5347F... Michelle Fournier	Date:	2/15/2023

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 Daniel.Chuhta@maine.gov  
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**Signer Events**

Daniel A. Chuhta  
 Daniel.Chuhta@maine.gov  
 Deputy Commissioner  
 Maine Department of Education  
 Security Level: Email, Account Authentication  
 (None)

**Signature**

  
 Signature Adoption: Uploaded Signature Image  
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