



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Susan Whipkey, Business Manager	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ \$7,870.50	Advantage CT / RQS #:	20211004*0921
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	6/30/2025
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		NWEA (VC1000069308) A division of Houghton Mifflin Harcourt Publishing Co. Boston, MA	
Brief Description of Goods/Services/Grant:		MAP Assessments for Public Charter School Students, Grades K-12	

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 checked="" 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.	The Maine Charter School Commission has used the MAP test provided by NWEA for its charter schools for the past several years. The MAP test is a requirement of the Charter Contract, provides annual targets, and reports growth over time from one year to the next on student achievement in math, reading, and language use in grades K-12
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency – and provide insights to help tailor instruction. For 40 years, NWEA has developed PreK-12 assessments and professional learning offerings to help advance all students along their optimal learning paths. Their tools are trusted by educators in more than 9,500 schools, districts, and education agencies in 145 countries. NWEA’s MAP test is a unique adaptive assessment that provides detailed student level, grade level, school level, and subgroup level reports for analysis and program development
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The list price for the NWEA MAP assessment is \$14.50 per assessment. NWEA has offered the Commission a discounted rate of \$13.50 per assessment
4. Describe the plan for future competition for the goods or services.	Because the assessment tracks student growth over time, there is no plan for future RFPs for assessments. The ability to compare growth from year to year is a key component of student achievement analysis and the Maine Charter School Commission’s ability to assess school outcomes in the charter contract.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	



PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  <small>C0595A82EBB345F...</small>			2/24/2025
Typed Name:	Amy L. Allen, Operations Director	Date:	2/24/2025	
Signature of DAFS Procurement Official:	DocuSigned by:  <small>41C2BA36FAF44CD...</small>			
Typed Name:	Kathy Paquette	Date:	2/26/2025	

Certificate Of Completion

Envelope Id: B2EAFB90-8222-4CFA-A0E5-E1DE8C2B8481	Status: Completed
Subject: Complete with Docusign: FY25 PJF NWEA Amendment.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Susan Whipkey
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Susan.Whipkey@maine.gov
	IP Address: 172.101.6.188

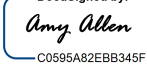
Record Tracking

Status: Original 2/24/2025 7:39:07 AM	Holder: Susan Whipkey Susan.Whipkey@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: Docusign

Signer Events

Amy Allen
Amy.L.Allen@maine.gov
Ops Director
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

C0595A82EBB345F...
Signature Adoption: Pre-selected Style
Using IP Address: 67.233.134.30

Timestamp

Sent: 2/24/2025 7:40:09 AM
Viewed: 2/24/2025 7:43:10 AM
Signed: 2/24/2025 7:43:22 AM

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	2/24/2025 7:40:09 AM
Certified Delivered	Security Checked	2/24/2025 7:43:10 AM
Signing Complete	Security Checked	2/24/2025 7:43:22 AM
Completed	Security Checked	2/24/2025 7:43:22 AM
Payment Events	Status	Timestamps