

## 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:		Office of the Commissioner Department of Education			
Department Contract Administrator or Grant Coordinator:		Page Nichols			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 24,000.00	Advantage CT / RQS #:	20200204000000002196		
<b>CONTRACT</b>	Proposed Start Date:	02/12/2020	Proposed End Date:	06/30/2020	
<b>AMENDMENT</b>	Original Start Date:		Effective Date:		
	Previous End Date:		New End Date:		
<b>GRANT</b>	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		Projects Inc.			
Brief Description of Goods/Services/Grant:		Consulting services – innovation mindsets			

### 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
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.**

In order to effectuate the Department of Education's strategic priority to "support a culture of innovation and continuous improvement..." the Department seeks to encourage innovative mindsets which is supported by specific training in innovative processes to develop solutions to complex problems (i.e Innovation Engineering and Human Centered Design). In order to achieve this priority, the Department of Education requires a variety of training resources and programs around the innovative processes.

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### PART III: SUPPLEMENTAL INFORMATION

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

Projects Inc is a community development organization and its staff has extensive experience working with groups to rapidly develop innovative solutions to complex problems through collective action.

Perry Gates of Projects Inc. has been trained in Innovation Engineering by the Foster Center for Innovation and has the specific knowledge and skills necessary to train Maine Department of Education staff. He has over forty years of experience helping community organizations approach barriers and obstacles with flexibility and creativity. Gates has successfully trained five Department of Education staff members in Innovation Engineering as part of his coursework for the Foster Center for engineering and has developed relationships with Department leadership so that he is positioned to efficiently plan and execute and Department-wide training program to effectuate a MDOE strategic priority to support a culture of innovation and continuous improvement.

It is critical that this initiative be completed by June 30, 2020 (justification for DOE Emergency).

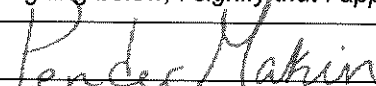
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Funding is allocated as part of the Commissioner's Office initiative's, as the Office of Innovation is within the Commissioners office. The rates are fair and reasonable as they represent rates that have been received previously and the costs to replace the expertise of this vendor would far exceed the negotiated rates. An hourly rate of \$50-\$60/hour is consistent with rates for other contract consultants at this level.

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

The Department of Education does not have a foreseen need for these services again as the fulfillment of this service purchase will provide for the future strategic plan for fulfilling this initiative.

### 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>	3/18/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle D. Fournier</i>		
<b>Printed Name:</b>	<small>066BBD96EE5347F...</small> Michelle D. Fournier	<b>Date:</b>	3/19/2020