

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: | Maine Department of Education | | | |
| Department Contract Administrator or Grant Coordinator: | Charlotte M. Ellis | | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 14,061.25 | Advantage CT / RQS #: | CT05A20200318*2543 | |
| CONTRACT | Proposed Start Date: | 04/01/2020 | Proposed End Date: | 06/30/2020 |
| 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: | AEM Corporation, Herndon, VA | | | |
| Brief Description of Goods/Services/Grant: | Technical assistance support to the Maine Department of Education (MDE) with their Generate implementation. | | | |

| 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 |
| | 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. |
| The Maine Department of Education is required to report data to the US Department of Education on an annual basis. This data submission process is made up of over 100 individual files that must be in the US DOE defined format. The US DOE has provided the Maine Department of Education with a data system that will help generate the files in the required format and to validate them (Generate). The data system needs to be configured and the Maine OIT team is in need of assistance to get it |

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PART III: SUPPLEMENTAL INFORMATION

configured. The urgency in this request is to allow MDOE to get this product configured for use. The project is behind schedule, putting MDOE's ability to meet federal reporting schedule in jeopardy.

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

AEM is the US DOE contracted vendor that created and maintains the Generate code.

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

The per person rates are in line with industry average contracted rates.

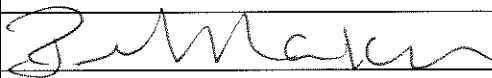
4. Describe the plan for future competition for the goods or services.

This is a short-term measure to get the product installed. There should be no need for ongoing services.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

Pender Makin

Date:

3/23/20

**Signature of DAFS
Procurement Official:**



Printed Name:

Kathy Paquette

Date:

3/26/2020