

## 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:		MDOE Adult Education			
Department Contract Administrator or Grant Coordinator:		Megan Dichter			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 11,200	Advantage CT / RQS #:	RQS 20210129*0725		
CONTRACT	Proposed Start Date:	2/1/2021	Proposed End Date:	3/12/2022	
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:		Certiport			
Brief Description of Goods/Services/Grant:		2 IC3 Digital Literacy Bundle licenses which provide access to the LearnKey curriculum and GMetrix practice tests			

### 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
<b>X</b>	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.

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### PART III: SUPPLEMENTAL INFORMATION

The Workforce Innovation and Opportunity Act (WIOA) which funds Adult Education and Family Literacy Activities in the state demands that Adult Education programs prepare students for their next steps in career, education and life. At the very minimum this includes a college and career readiness understanding of literacy and numeracy and the foundational 21<sup>st</sup> century skills needed to navigate life, school and work. Certiports' IC3 Digital literacy is an industry recognized credential that provides the earner with these foundational skills. Adult Education programs have been using IC3 for several years and since March 2020 have seen an increased need for this service for not only their participants but also staff.

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

IC3 from Certiport is one of the only Industry recognized foundational digital literacy credentials that is offered. It provides and certifies that students have the necessary foundational digital literacy skills to succeed in subsequent IT credential pathways and is listed on the CompTIA IT Roadmap as the necessary credential for entry into the CompTIA suite of credentials. The only other entry level credential of this sort is the ECDL/ICDL which is a European Digital literacy credential, (see attached CompTIA Pathway document.) This will be our 3<sup>rd</sup> renewal of the IC3 Digital Literacy credential license. As with any new technology there is a lag between roll out and adoption. Our Adult Education program staff and instructors are now very comfortable with the LearnKey Curriculum and the administration of the GMetrix site. In the summer of 2020 thirteen adult education staff participated in a remote IC3 course where they gained experience in the curriculum and administration of the course. Learning an entirely new curriculum and administration system is a burden that programs who are already stretched to capacity given the pandemic can't take on.

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

Purchasing IC3 Digital Literacy license bundles allows us to serve a greater number of participants for less money. Each bundle allows up to 500 participants to access the LearnKey curriculum, GMetrix practice tests and the IC3 credential exams. With the price per bundles this comes to approximately \$100 per person- more than \$200 less than the cost if programs purchased access per individual.

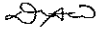
#### 4. Describe the plan for future competition for the goods or services.

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### PART III: SUPPLEMENTAL INFORMATION

The IC3 bundle licenses are easy to renew on a yearly basis and Certiport is already working on developing the next iteration of the IC3 credential- the Global Standard 6 which addresses updates in technology and processes since the GS5. At the moment IC3 is the only industry recognized credential that certifies that earners have the necessary foundational skills to succeed in subsequent additional credentials such as the CompTIA A+ However, we continue to review this product to see if there are any other potential vendors and the option of putting out a RFP for acquisition.

### 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>	Daniel A. Chuhta	<b>Date:</b>	2/23/2021
<b>Signature of DAFS Procurement Official:</b>	<i>Jaime Schorr</i> <small>6D6437754DD0459...</small>		
<b>Printed Name:</b>	Jaime Schorr	<b>Date:</b>	3/4/2021