

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 Procurement Services website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DOE/Office of Adult Education	
Department Contract Administrator or Grant Coordinator:		Gail Senese	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 40,000.00	Advantage CT / RQS #:	CT 20210129*2127
CONTRACT	Proposed Start Date:	April 1, 2021	Proposed End Date: December 31, 2021
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:		American Institutes for Research (AIR), Arlington, VA	
Brief Description of Goods/Services/Grant:		Leadership development for adult educators	

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
	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 successful administration of adult education academic and workforce services/training to Maine adults relies on highly-skilled local and state administrators. This Institute will provide current and potential directors with the types of research-based leadership training specifically developed and designed by experts in the field to provide transformative adult education leadership. This is also an essential step for the preparation of upcoming adult education leaders to serve in local and state leadership positions.

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PART III: SUPPLEMENTAL INFORMATION

LEAD Institute's training topics include:

- Developing durable and transformational leadership skills that respond to current issues and challenges
- Aligning with the WIOA workforce system and advancing career pathway partnerships with workforce, industry, postsecondary and community partners
- Using data for strategic planning and continuous improvement
- Building student success practices in contemporary economic, educational, and social conditions
- Leading and teaching effectively at a distance

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

American Institutes for Research (AIR) is the organization with sole capability to effectively offer an adult education leadership institute in partnership with the National Association of State Directors of Adult Education (NASDAE). The Leadership Excellence and Development Institute for Adult Educators (LEAD Institute) is a high-quality, evidence-based leadership training to develop dynamic, proactive leaders for the 21st century adult education system in a cost-efficient manner. The LEAD institute, as offered exclusively through AIR, has been developed in consultation and with contributions from state directors that compose the NASDAE board and membership to assure that its goals, objectives, approach and subject matter is squarely aligned with and responsive to the needs of state level adult education leaders. Designed for state cohorts of veteran, new, and aspiring adult education leaders and delivered by nationally recognized subject matter experts.


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

Funds designated for leadership activities will come from federal Adult Education Family Literacy Act (AEFLA). This program will fund up to 35 participants. Rate comparable to TERC and World Education.

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

The state office will be in contact with the National Association of State Directors of Adult Education to learn about other viable options for this type of quality training should any become available.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel A. Chuhta	Date:	2/2/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	<small>066BB096EE5347F</small> Michelle Fournier	Date:	3/12/2021