



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF 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 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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Megan Dichter	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$ 11,200.00	Advantage CT / RQS #:	RQS 20220217*0934
CONTRACT	Proposed Start Date:	<b>3/5/2022</b>	Proposed End Date: 3/5/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Certiport, Lehi, UT	
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			
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 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 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. Reference the RFP number, if applicable.

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. This will be our 4<sup>th</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.

The IC3 bundle licenses are easy to renew on a yearly basis and Certiport has already created next iteration of the IC3 credential – the Global Standard 6 which addresses updates in technology and processes since the GS5. The GS6 also offers a differentiated curriculum offering users an Industry Recognized Credential at the beginner, intermediate and advanced levels. At the moment IC3 Master Certification (all 3 levels) is the only industry recognized credential that certifies that earners have the necessary foundation skills to succeed in subsequent additional credentials such as the CompTIA A+. However, we continue to review

**PART III: SUPPLEMENTAL INFORMATION**

this product to see if there are any other potential vendors and the option of putting out a RFP for acquisition.

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Click or tap here to enter text.	Date:	Click or tap to enter a date. 3/17/2022
Signature of DAFS Procurement Official:	 EA813178102243C...		
Typed Name:	Click or tap here to enter text.	Date:	Click or tap to enter a date. 3/30/2022

**Certificate Of Completion**

Envelope Id: 5E421D81B2A046C291877FFA47DBF8BC	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Enveloped Stamping: Disabled	IP Address: 10.103.40.203
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 3/17/2022 11:36:09 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 3/17/2022 11:36:10 AM Viewed: 3/17/2022 11:37:40 AM Signed: 3/17/2022 11:38:08 AM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**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	3/17/2022 11:36:10 AM
Certified Delivered	Security Checked	3/17/2022 11:37:40 AM
Signing Complete	Security Checked	3/17/2022 11:38:08 AM
Completed	Security Checked	3/17/2022 11:38:08 AM

**Payment Events****Status****Timestamps**