



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)	\$ 5,752.00	Advantage CT / RQS #:	RQS 20230117*0862
CONTRACT	Proposed Start Date:	3/12/2023	Proposed End Date: 3/12/2024
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:		1 IC3 Digital Literacy Bundle license which will 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 21st century skills needed to navigate life, school and work. Certiport's 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 5th 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 winter of 2022, another thirteen adult education staff participated in a hybrid IC3 course where they gained experience in the curriculum and administration of the course. There has been a high level of interest in another course and we plan to offer this PD twice during the next license year.

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

Purchasing the IC3 Digital Literacy license bundle 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 regularly updates curriculum to address updates in technology and processes. The newest iteration theGS6 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+. While this product continues to provide the most suitable industry recognized digital skills literacy credential for our learners and pathway, after careful review of our usage we are dropping from 1 to 2 license bundles. We will continue to review this product and state usage to see if there are any other potential vendors and the option of putting out a RFP for acquisition.

PART III: SUPPLEMENTAL INFORMATION

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

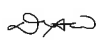
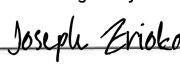
Does this request utilize ARPA/MJRP funds?

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. 1/31/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Joseph Ziojka, Director, IT Procurement	Date:	Click or tap to enter a date. 02/18/2023

Certificate Of Completion

Envelope Id: DA44E905EC2B41569A4378DB7F8BB115

Status: Completed

Subject: Please DocuSign This Document

Source Envelope:

Document Pages: 3

Signatures: 1

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Envelope Stamping: Disabled

IP Address: 64.207.219.73

Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Record Tracking

Status: Original

Holder: Daniel A. Chuhta

Location: DocuSign

1/31/2023 9:38:47 AM

Daniel.Chuhta@maine.gov

Security Appliance Status: Connected

Pool: StateLocal

Storage Appliance Status: Connected

Pool: Maine Department of Education

Location: DocuSign

Signer Events**Signature****Timestamp**

Daniel A. Chuhta



Sent: 1/31/2023 9:38:48 AM

Daniel.Chuhta@maine.gov

Viewed: 1/31/2023 9:39:04 AM

Deputy Commissioner

Signed: 1/31/2023 9:40:07 AM

Maine Department of Education

Freeform Signing

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

Using IP Address: 198.182.163.113

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

1/31/2023 9:38:48 AM

Certified Delivered

Security Checked

1/31/2023 9:39:04 AM

Signing Complete

Security Checked

1/31/2023 9:40:07 AM

Completed

Security Checked

1/31/2023 9:40:07 AM

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