

# 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 Commission for Community Service/Dept of Ed		
Department Contract Administrator or Grant Coordinator:		Michael Ashmore		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)	\$ 29,900	Advantage CT / RQS #:	CT2020033100000002722	
CONTRACT	Proposed Start Date:	5/1/2020	Proposed End Date:	12/31/2020
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:		University of Southern Maine/Data Innovation Project		
Brief Description of Goods/Services/Grant:		University of Southern Maine Data Innovation Project will provide training and individual coaching to new AmeriCorps grantees that results in data collection plans capable of capturing data needed to report performance, implement continuous improvement system, and track demographics required by the grant.		

## 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	<b>X</b>	L. Other Authorization

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## 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 Commission awards grants of AmeriCorps funds and positions to community public and nonprofit organizations. Grantees are required to collect and report data of several types in a reliable, verifiable manner. They are also required to conduct evaluations that are increasingly complex in order to demonstrate the service activities used to address a community need are effective in changing the local condition. The Commission uses its training and technical assistance to provide general training on grant requirements that are subsequently monitored but engages the University of Southern Maine Data Innovation Program as the provider of training/coaching that develops skills, knowledge, and abilities of grantee program staff. To demonstrate improved abilities, grantee staff develop data collection plans and evaluation approaches under the guidance of USM-DIP and then submit the final drafts to the Commission Grant Officer for review, approval, and acceptance.

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

The USM Data Innovation Project was identified as the provider in the Commission plan/fund application for 2020 training and technical assistance. The partnership with the Commission developed because, while other academic and evaluation entities conduct assessments, the Data Innovation Project (DIP) partners with organizations to increase their capacity to utilize data to clearly define their work, achieve results, and demonstrate impact in Maine. The DIP staff can work with the wide variety of community issues tackled by AmeriCorps (e.g., recovery coaching, school readiness of children <5, energy and environmental conservation). They accomplish this by engaging other departments whose discipline matches the focus area of the AmeriCorps grantee in the coaching and technical assistance related to data collection planning and analysis.



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

The USM-DIP staff will serve 11 sets of AmeriCorps grantee staff dispersed across the state (Ellsworth to Biddeford). The work will take place over the course of seven months and include three whole group trainings and multiple instances of individual coaching. By partnering with a publicly funded institution, the Commission is able to provide a significant amount of support to grantees at a cost that is partially shared by the University. If each grantee or the Commission were to contract with private providers, the cost would be triple and not fit within the available federal funds. Other public higher ed institutions in Maine were considered but do not have a similar program to work with community organizations.

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

The Commission will continue to monitor for data and evaluation trainers or training organizations with the capacity to offer a combination of group training and individualized support in this area of expertise. In particular, it will monitor other campuses in the UMaine system for development of similar programs so the combined public resources can maintain the level of support offered under this contract.

## 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>	4/9/2020
<b>Signature of DAFS Procurement Official:</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>    <small>41C2BA36FAF44CD...</small>            Kathy Paquette         </div>		
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	4/16/2020

## Certificate Of Completion

Envelope Id: 49CBDDAE2D2249649B4F4E3E3A33BB92	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.185.11

## Record Tracking

Status: Original	Holder: Daniel A. Chuhta	Location: DocuSign
4/9/2020 4:04:56 PM	Daniel.Chuhta@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

## Signer Events

Signature	Timestamp
Daniel A. Chuhta	Sent: 4/9/2020 4:04:57 PM
Daniel.Chuhta@maine.gov	Viewed: 4/9/2020 4:05:09 PM
Deputy Commissioner	Signed: 4/9/2020 4:06:32 PM
Maine Department of Education	Freeform Signing
Security Level: Email, Account Authentication (None)	Signature Adoption: Uploaded Signature Image
	Using IP Address: 98.2.238.149

**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	4/9/2020 4:04:57 PM
Certified Delivered	Security Checked	4/9/2020 4:05:09 PM
Signing Complete	Security Checked	4/9/2020 4:06:32 PM
Completed	Security Checked	4/9/2020 4:06:32 PM

## Payment Events

Status

Timestamps