

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 Charter School Commission			
Department Contract Administrator or Grant Coordinator:		Amy L. Allen Senior Support Coordinator			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$ 94,728.00	Advantage CT / RQS #:	CT 20210324*2548		
CONTRACT	Proposed Start Date:	May 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:		Infinite Campus, 4321 109 th Avenue NE, Blaine, MN 55449 (Vendor: VS0000002119)			
Brief Description of Goods/Services/Grant:		Purchase of a common, unified Student Information System (SIS) for Maine's public charter schools. This SIS will be used by schools to input student information and data that supports state and federal reporting while maintaining the safety and security of the information. SIS platforms are a typical way to manage important information at school including, attendance, grades, transcripts and other things that support the operations of the school.			

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.**

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PART III: SUPPLEMENTAL INFORMATION

The Maine Charter School Commission has identified the need for a Common Unified Student Information System Platform for its charter schools. The Student Information System will hold student data such as student contact information, academic information, etc.

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

Because half of the charter schools are already using parts of the Infinite Campus Student Information System, the implementation process will apply only to those schools not using it and choosing to be part of the package (3 or 4 schools). Other platforms were investigated, Infinite Campus will provide consistency others couldn't offer.

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

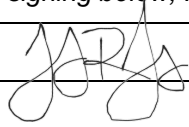

Because the Commission is purchasing for multiple schools, it is getting a "district rate" and a considerable discount for implementation. When schools purchase a Student Information System independently, they are subject to higher cost.

The Infinite Campus annual rate is similar to other options that were explored, and the implementation rate is less than the other SIS that was seriously considered.

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

The Commission is working closely with Division of Procurement Services to determine a sourcing plan for services described above.

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:	Jeremy R. Jones	Date:	4-15-21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	4/15/2021