



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.

PART I: OVERVIEW
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, Proposed Start Date, Proposed End Date, 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, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with checkboxes for: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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.

Math4ME is designed to implement evidence-based professional development which increases math proficiency and inclusionary practices for students with exceptionalities and improves instructional practices for educators of all students.

The Math4ME project is grounded in the National Council of Teachers of Mathematics ([NCTM\) Mathematics Teaching Practices](#). This project includes hands-on activities, resources, and interactive professional learning experiences which engage participants in deeper understanding of core mathematical concepts and strategies. Project content includes accessible and engaging math routines, diagnostic probes, assessment and formative feedback, all focusing on conceptual understanding, operations with whole numbers, connected representations, and problem-solving skills and processes.

Math4ME is a three-year, whole-school project designed to support all educators (classroom teachers, special educators, ed techs, and interventionists) to strengthen math proficiency for all learners with a specific focus on increased math proficiency for students with math IEP goals.

Through the use of an embedded Teacher of Influence (TOI), in collaboration with Maine Department of Education Math4ME Coaches, participants will engage in in-person trainings, site visits, and virtual meetings. This project includes hands-on activities, resources, and interactive professional learning experiences to develop participants' positive math beliefs and deepen understanding of core mathematical concepts, strategies, and inclusionary practices.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Susan Hogan helped to create the revised schoolwide Math4ME program. Her knowledge and past experience with the program makes her uniquely qualified to assist the Department in its work to bring the first cohort through a second year and bring on a new cohort. In addition to this, Ms. Hogan has over 25 years in public school teaching as a math teacher, math interventionist and math coach in Maine. She has a math coach certificate from the University of Maine Farmington Maine Math Coaching Project. Susan presents regularly at national conferences related to mathematics including but not limited to NCTM, NCSM, ATMNE, and has been an invited speaker to special education national groups. Susan has worked with the Maine DOE OSSIE team to create a revised Math4ME project that is funded with a federal grant and has the unique expertise and integral familiarity with the work to assist with building future capacity and sustainability. Having Susan work on this project is vital to its continuation.

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

The rates are comparable to others who contract for related services and the funding was allocated to the grantee since she has extensive expertise in working with Math4ME.

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

Any future need for improvement work across the state will be discussed and then processed in accordance with State procurement policies and procedures.

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

Does this request utilize ARPA/MJRP funds?

 Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s). Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies. No – If No, proceed to Part V.**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Daniel A. Chuhta

Date:

4/9/2024

Signature of DAFS
Procurement Official:DocuSigned by:
Kathy Paquette
41C2BA36FAF44CD...

Typed Name:

Kathy Paquette

Date:

4/18/2024