



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Education	
Department Contract Administrator or Grant Coordinator:		Janette Kirk	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 56,200.00	Advantage CT / RQS #:	20220106*1634
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>1/24/2022</b>	Effective Date:
	Previous End Date:	<b>6/30/2024</b>	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		National Center for the Improvement of Educational Assessment Dover, NH	
Brief Description of Goods/Services/Grant:		Review of the school accountability system required under ESSA.	

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 checked="" 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>To ensure Maine's Model of School Supports operates thoroughly, the National Center for the Improvement of Educational Assessment (The Center) assists in providing quality assurance checks, modeling suggestions from the accountability team, psychometric analysis, and review of the logic model as well as populating the ESEA Data Dashboard with required elements. This supports validating the Maine DOE that the data and methodology used to identify schools for additional supports is reliable and accurate through Maine's Model of School Supports. The purpose of this amendment is to extend the end date of this agreement so that the work can continue without interruption which would cause delays in receiving accurate data that affects education funding in Maine.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The Center partnered with The Maine Department of Education (Maine DOE) in 2017 to develop and implement the accountability system modeling tool. The Center's vast experience and intricate knowledge of Maine's accountability system, data and specific nuances associated with Maine's data has deemed them the only service provider skilled to lead this work. The Center has intricate knowledge and understanding of Maine's Model of School Support, in addition to necessary psychometric experience. The Center has been involved in this work since the inception and implementation of Maine's model in 2028/19 and has supported its development implementation and revision. They have intimate knowledge of the challenges experienced and addressed as subsequent iterations and data collection has transpired. The Center supported the Maine in revising the accountability process to meet the requirements of our most recent USDOE ESSA State plan addendum and has supported the validation process. The Center continues to train individuals to use the system and provides technical assistance to the Department when necessary for Maine to continue it work in identifying schools for additional supports.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The negotiated rates in the Scope of Work are comparable to the rates of other psychometricians.</p>
4. Describe the plan for future competition for the goods or services.	<p>The Department does not anticipate competitively bidding for these services in the future as this vendor is uniquely positioned as they have an intricate level of knowledge and understanding regarding Maine's Model of School Supports, have supported the Department with the development, implementation and validation of the system of supports, modeling, problem solving, and school identifications since inception of the model and have a concrete understanding of Maine's data sets and challenges associated with being a small rural state. Additionally, Maine is working to build internal capacity where this level of validation and quality assurance can be provided within existing State of Maine structures.</p>

**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.

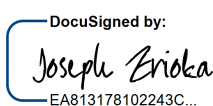
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).*

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	<i>Chelsey Fortin-Trimble</i>		
Typed Name:		Date:	3/25/2025
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/17/2025

### Certificate Of Completion

Envelope Id: AEC787B4-2B03-4FD8-9EA4-1FDE8FF1F49F Status: Completed  
 Subject: Complete with Docusign: ITP-254778 CFA 3.17 Procurement Justification Form (PJF)\_REV 8.12.2024.docx  
 Source Envelope:  
 Document Pages: 3 Signatures: 1 Envelope Originator:  
 Certificate Pages: 5 Initials: 0 Joseph Zrioka  
 AutoNav: Enabled joseph.a.zrioka@maine.gov  
 Envelopeld Stamping: Enabled IP Address: 64.135.140.27  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

### Record Tracking

Status: Original Holder: Joseph Zrioka Location: DocuSign  
                   3/17/2025 10:11:52 AM joseph.a.zrioka@maine.gov  
 Security Appliance Status: Connected Pool: StateLocal  
 Storage Appliance Status: Connected Pool: State of Maine - Office of Information Technology Location: Docusign

### Signer Events

Joseph Zrioka  
 joseph.a.zrioka@maine.gov  
 Director of IT Procurement  
 State of Maine - Office of Information Technology  
 Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
 EA813178102243C...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 64.135.140.27

### Timestamp

Sent: 3/17/2025 10:15:12 AM  
 Viewed: 3/17/2025 10:15:22 AM  
 Signed: 3/17/2025 10:15:29 AM

**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

Jennifer Tarr  
 Jennifer.L.Tarr@maine.gov  
 DOE Procurement Director  
 Carahsoft OBO Maine Department of Education  
 Security Level: Email, Account Authentication (None)

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Sent: 3/17/2025 10:15:31 AM

**Electronic Record and Signature Disclosure:**  
 Accepted: 5/20/2021 2:29:25 PM  
 ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

Katherine Warren  
 Katherine.Warren@maine.gov  
 Education Data Manager- MDOE  
 Maine Department of Education  
 Security Level: Email, Account Authentication (None)

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**Electronic Record and Signature Disclosure:**

Carbon Copy Events	Status	Timestamp
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Accepted: 12/9/2022 3:33:50 PM  
ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

Olivia Schafer  
Olivia.Schafer@maine.gov  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

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Sent: 3/17/2025 10:15:32 AM  
Viewed: 3/17/2025 10:19:58 AM

IT Procurement Team email  
ITProcurement@maine.gov  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	3/17/2025 10:15:12 AM
Certified Delivered	Security Checked	3/17/2025 10:15:22 AM
Signing Complete	Security Checked	3/17/2025 10:15:29 AM
Completed	Security Checked	3/17/2025 10:15:32 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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