

## 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:		<b>Education, Office of Learning Systems</b>			
Department Contract Administrator or Grant Coordinator:		<b>Janette Kirk</b>			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	<b>\$ 20,400</b>	Advantage CT / RQS #:	<b>20210427*2960</b>		
CONTRACT	Proposed Start Date:	<b>6/1/2021</b>	Proposed End Date:	<b>9/24/2021</b>	
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:		Dr. Laura Lipton Co-Director, MiraVia 835 South Prospect Street, Burlington, VT 05401			
Brief Description of Goods/Services/Grant:		Skillful leaders and skillful groups are necessary to address the complexity and meet the challenges of current times. This two-phase seminar provides practical tools and templates for group leaders to create shared purpose, high engagement, and commitment to collaborative exploration, problem-solving and planning. <b>Part One</b> in June will focus on leadership skills and group development. <b>Part Two</b> in September will continue with structures and tools for using data to focus and organize a group's energy and task completion.			

### 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		L. Other Authorization

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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### 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.

As the Maine DOE transitioned over the past year as a direct result of the COVID-19 pandemic to remote working, team members now find themselves facilitating and leading meetings and professional learning in a virtual setting. Effective leaders see their teams as living systems with the potential for growth and positive change. Effective teams own their processes, actions, and outcomes resulting in cooperation, coordination, and shared understanding of procedures and protocols. This strand offers the critical skills and practical how's for leading and developing collaborative learning cultures that focus on the learning needs of students and the adults who serve them. Expand your repertoire of strategies for monitoring and managing the productive energy of group members. Learn a variety of individual, small and large group strategies that support high levels of engagement for exploring, connecting and applying new ideas to professional practice. Explore a leadership repertoire that flexes between the stances of presenting, collaborating and facilitating when communicating, generating and processing critical information. Knowing when and how to match task to stance increases your ability to help a group get its work done more effectively while increasing the group's capacity to deal with tough topics and diverse perspectives.

As data becomes available in the fall from state spring assessments, this can be triangulated with local assessment data as well as data from universal screening to inform instructional and programmatic decision making. Educators and team members blaze the path to knowledge generation when pairs, small groups, and entire faculties purposefully use data as a source for analyzing progress and proactively planning for improvement. Collaboratively developing theories of causation and theories of action creates a platform for effective problem solving. This foundational seminar introduces and applies a three-phase Collaborative Learning Cycle to guide productive collective inquiry. Participants will investigate strategies and structures that reduce defensiveness and create shared responsibility for student learning. We will hone practical tools for discovering assumptions, promoting data-focused inquiry, and developing shared understandings of both problems and possible solutions. These understandings become the foundation for dynamical planning processes.

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

Dr. Lipton is an international consultant whose writing, research, keynotes, and seminars focus on effective and innovative instructional practices and on building professional and organizational capacities for enhanced learning. She applies her extensive experience with professional learning to workshops and seminars on topics including learning-focused relationships, data-driven dialogue, building professional community, developing high-performing teams, all of which are key priorities for the Office of Learning Systems and the Maine DOE. The OLS Leadership Team recently participated in Dr. Lipton's Groups at Work/Leading Groups seminar and found the work to be extremely beneficial and immediately applicable to their work as team leads. Dr. Lipton currently resides in VT and is, therefore, familiar with the challenges of small rural states. In addition, due to residing on the east coast, there are no challenges regarding time zone differences for implementation.


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

This session is being specifically tailored to meet the needs of the Office of Learning Systems/Maine Department of Education and is not a "canned" professional learning opportunity. As an international speaker and consultant, the hourly rate of \$1275 was deemed to be fair and reasonable.

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

Moving forward, should additional opportunities exist to expand and further develop related concepts, the Office of Learning Systems will consider other options for procuring services.

### 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 Chuhta, Deputy Commissioner	<b>Date:</b>	4/28/2021
<b>Signature of DAFS Procurement Official:</b>	<div style="border: 1px solid black; padding: 5px;"> <p style="font-size: small; margin: 0;">DocuSigned by:</p> <p style="font-size: small; margin: 0;"><i>Michelle Fournier</i></p> <p style="font-size: x-small; margin: 0;">066BBD96EE5347F...</p> </div>		

## State of Maine Procurement Justification Form

<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	5/7/2021
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## Certificate Of Completion

Envelope Id: 9DEBCE2971DA488BBAD2664CA653989F	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	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: 64.207.219.71

## Record Tracking

Status: Original 4/28/2021 3:51:29 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
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 Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 4/28/2021 3:51:30 PM Viewed: 4/28/2021 3:51:45 PM Signed: 4/28/2021 3:52:43 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

**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	4/28/2021 3:51:30 PM
Certified Delivered	Security Checked	4/28/2021 3:51:45 PM
Signing Complete	Security Checked	4/28/2021 3:52:43 PM
Completed	Security Checked	4/28/2021 3:52:43 PM

## Payment Events

Status

Timestamps