

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:		Education/Office of Learning Systems/Assessment	
Department Contract Administrator or Grant Coordinator:		Janette Kirk	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$6,300	Advantage CT / RQS #:	2021012000000002079
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/21/2021	Effective Date:
	Previous End Date:	6/30/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Andrew Wallace dba Consulting Educators 46 Watson Street Portland, ME 04103	
Brief Description of Goods/Services/Grant:		Educational Consulting Services – providing support and technical assistance to ME schools and districts in relation to the administration of assessments, integration and interfacing with ME student information systems.	

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
X	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

Maine school districts at times, require one-to-one support related to the administration of Maine's assessment. The assessment team and subsequent assessment coordinators are responsible for the implementation of the assessment. As a result, these individual assessment coordinators do not have the capacity to support the multiple and nuanced needs identified by Maine Schools and Districts. The availability of a Maine educator/technology coordinator to support and reach out to Maine school and districts is of great benefit and expedites the Departments response in assisting schools.

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

This educator, Andrew Wallace, is familiar with:

- has established relationships with Maine educators, and school/district administrators;
- all facets of the Maine assessment system;
- the required technology demands that will contribute to the successful administration of the assessment;
- platform specifications
- challenges, hurdles and pitfalls that schools may have to overcome in order to administer the assessments;
- Interfacing with school student information systems
- Maine's data file & demographic file formatting.

All of the above elements expedite the supports the Department, through Andrew Wallace, is able to provide to schools and districts in Maine, at their point of need and geographically where they are. Without this support, District Assessment Coordinators (DACs), technology directors, and assessment directors will be lacking the on the ground experienced support.

The contract is amended to extend the contracting period to support additional consultation regarding state and SAU level reporting and to increase supports to ME school districts as a result of the implementation of two new assessments in a short window of time.

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

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

Federal assessment funds are utilized to fund the technical assistance and support as outlined in the contract. The cost of \$90 per an hour remains unchanged from the 2020 contract and has been deemed fair and reasonable in relation to the level of expertise being provided by the vendor. Subject matter experts from large scale organizations have a much higher cost associated with the support to be provided and do not have the knowledge related to the intricate nuances of school SIS systems in relation to utilized assessment platforms.

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

Procurement and future competition will be reviewed when applicable.

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>		
	<small>DocuSigned by:</small> 		
Printed Name:	Daniel Chunta, Deputy Commissioner	Date:	5/21/2021
	<small>DocuSigned by:</small> 		
Signature of DAFS Procurement Official:			
Printed Name:	Michelle Fournier	Date:	5/21/2021

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Certificate Of Completion

Envelope Id: EDEC9F1C6AC5406F89984B0F2CAD3E6C	Status: Completed
Subject: Revised PJF case PM-42382	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator: Janette Kirk Janette.Kirk@maine.gov
Enveloped Stamping: Enabled	IP Address: 24.198.185.175
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

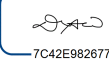
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Security Appliance Status: Connected	Pool: StateLocal	
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Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature

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Signature

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

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Michelle Fournier
Michelle.Fournier@maine.gov
Procurement Manager
State of Maine - Procurement Services
Security Level: Email, Account Authentication (None)

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Envelope Summary Events

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Timestamps

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Certified Delivered	Security Checked	5/21/2021 4:20:57 PM
Signing Complete	Security Checked	5/21/2021 4:21:19 PM

Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps