

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:		Dept. of Education, Office of Special Services			
Department Contract Administrator or Grant Coordinator:		Tracy Whitlock, Ph.D., Special Projects Coordinator			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$75,500.00	Advantage CT / RQS #:	20210407*2684		
CONTRACT	Proposed Start Date:	7/1/21	Proposed End Date:	6/30/22	
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:		Maine Mathematics and Science Alliance (MMSA)			
Brief Description of Goods/Services/Grant:		Implement the Department's FY22 Math4ME Pilot project			

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.

Services under this agreement are to implement the Department's FY22 Math4ME Pilot project, a component of Maine's State Systematic Improvement plan. Math4ME is designed to implement evidence-based professional development to improve the math proficiency of students with disabilities and the instructional practices of their teachers.

Math4ME is aligned with the Department's Strategic Priorities to:

- Support a culture of innovation and continuous improvement, led by all the experts in the field, and
- Develop, support and sustain a robust educator workforce.

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

Single Source/Unique Vendor:

This agreement builds upon the initial services by MMSA, paid for through Coronavirus Relief Funds (CRF) on an emergency basis to facilitate virtual math learning experiences. MMSA is being used due to the organization's specialized expertise in mathematics. They are the only organization with the capacity to meet the department's needs in the allotted time frame.


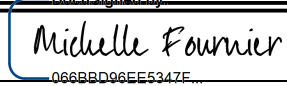
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Costs are based on the services of MMSA's Science, Technology, Engineering and Math (STEM) education specialist at a rate comparable to similar types of highly specialized services. In addition, the \$500 budgeted for materials including reference books, virtual manipulatives and other materials needed for session facilitation is reasonable.

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

MMSA is the expert resource in the state of Maine, but we could also look to national organizations that support math learning.

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:	Daniel A. Chuhta	Date:	5/7/2021
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:			
	<small>066BBD96EE5347E...</small>		
Printed Name:	Michelle Fournier	Date:	5/26/2021


Certificate Of Completion

Envelope Id: 3B38B9027D59452891B22B2003A3B9A6	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 14	Signatures: 2
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: 64.207.219.7

Record Tracking

Status: Original 5/7/2021 10:34:08 AM	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: 5/7/2021 10:34:10 AM Viewed: 5/7/2021 10:34:34 AM Signed: 5/7/2021 10:36:29 AM 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	5/7/2021 10:34:10 AM
Certified Delivered	Security Checked	5/7/2021 10:34:34 AM
Signing Complete	Security Checked	5/7/2021 10:36:29 AM
Completed	Security Checked	5/7/2021 10:36:29 AM

Payment Events

Status

Timestamps