



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF 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 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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Department of Education	
Department Contract Administrator or Grant Coordinator:		Amy Poland	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6502.40	Advantage CT / RQS #:	RQS 20230323*1178
CONTRACT	Proposed Start Date:	5/15/2023	Proposed End Date: 6/30/2024
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:		PowerSchool Group, LLC, Folsom, CA	
Brief Description of Goods/Services/Grant:		Extension of licenses to Unified Talent Professional Learning web-based platform and integration with Schoology LMS	

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 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.

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.

The Workforce Innovation and Opportunity Act of 2014 (WIOA) requires states to operate a high-quality professional development system that supports local adult education providers with technical assistance and professional learning that improves instruction (Sec. 223a.1.B). To effectively implement the system, the state office of adult education needs a system to share professional learning opportunities and information with the field, collect registrations, track participation and completion data, generate transcripts for certification purposes, distribute evaluations, etc. This needs to be front-facing and web-based for over 1,000 adult education staff members across the state.

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

PowerSchool provides a suite of educational web-based services, including Professional Learning and Schoology Learning, that will allow the state office of adult education to provide an integrated professional development system for the adult education field. Professional Learning integrates seamlessly with the Schoology Learning which the state office uses as the main online learning platform for its professional development. Having the integrated system increases efficiencies for state office staff in providing course access codes, creating separate accounts, etc., and improves usability and reduces confusion within the field. Professional Learning was developed with professional development in mind and includes features, such as tagging based on subject, program area, teacher competencies, customization based on user role, digital badging, professional development “playlists,” etc. Other available registration systems are external to the learning management system and function only as a registration and tracking system. They do not provide an integrated experience for the user that is focused on their professional development.

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

PowerSchool’s Professional Learning pricing structure is based on user licenses which is similar to its pricing for Schoology learning management system. The licenses are transferable which means that license is “used” when the account is active, but when a user is inactive, their seat becomes free to be used again. This makes the pricing structure more cost effective and is less than other learning management systems.

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

The Department is currently working to issue an RFP for an integrated professional development and learning management system for FY25.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Tamara Ranger</i>		
Typed Name:	Tamara Ranger	Date:	4/18/2023
Signature of DAFS Procurement Official:	<i>Nancy Tan</i>		
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	5/1/2023

Certificate Of Completion

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