



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/Office of Innovation/Early Learning Team		
Department Contract Administrator or Grant Coordinator:	Lee Anne Larsen, Director of Early Learning		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 40,000.00	Advantage CT / RQS #:	CT# 20230419000000002756
CONTRACT	Proposed Start Date:	6/5/2023	Proposed End Date: 4/30/2024
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:	Policy Equity Group 142 11 th Street, SE Washington, DC 20003		
Brief Description of Goods/Services/Grant:	Provision of technical assistance related to state-funded public pre-k partnership strategies in mixed-delivery systems and facilitation services for a pre-k partnership advisory group.		

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 checked="" 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.

Maine's Department of Health and Human Services, in partnership with Maine's Department of Education, was awarded a Preschool Development B-5 Renewal Grant in December 2022. One of the approved grant projects is the formation of an advisory group to study public pre-k expansion in Maine through a mixed-delivery system in order to design and implement a pilot project to test public pre-k delivery through child care and other community-based providers and to make recommendations for how to support continued expansion of public pre-k utilizing Maine's early childhood mixed-delivery system by leveraging partnerships with community-based providers. In order to ensure that lessons learned from the expansion of public pre-k in Maine and nationally are identified and considered, the services of a technical-assistance provider with expertise in public pre-k mixed delivery system is needed. Additionally, in order to ensure that the diverse perspectives from across Maine's mixed-delivery system are shared equitably through the work of the advisory team, including those of state level agency staff, skilled facilitation services are necessary. Securing the services of one technical assistance provider with both content and facilitation expertise is essential for completing the work on the required timeline to satisfy the approved grant work scope.

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

Policy Equity Group (PEG) was selected after researching and engaging several technical assistance organizations in conversations to learn more about their expertise related to public pre-k through mixed delivery partnerships as well as group facilitation skills. Policy Equity Group has the expertise for this work—staff that will be dedicated to the work have a number of years of experience working in the early childhood field, including national leadership in policy advising in the Administration for Children and Families within the US. Department of Health and Human Services and U.S. Department of Education, facilitation of interagency policy boards and early learning professional communities, and expertise in preschool education, research and evaluation. Additionally, PEG is currently supporting similar work related to public preschool partnerships with other state departments of education. Policy Equity Group will engage in a landscape analysis to build specific knowledge of Maine's current public pre-k program and early childhood mixed-delivery system to identify potential opportunities and barriers to partnership expansion while also gathering lessons learned from similar work across other states. The findings of this analysis will help inform structuring and facilitating meetings of the advisory group to focus on key considerations of public pre-k partnerships that will support design of a partnership pilot while simultaneously identifying potential recommendations that will lead to successful public pre-k partnerships in Maine's mixed-delivery system. Policy Equity Group will also facilitate opportunities to vet, refine, and affirm the pilot design and recommendations. Time constraints are a critical factor in selection of a vendor. The advisory group needs to be convened and conduct its work between July 2023 and April 2024 in order to ensure that the pilot project can be designed and implemented during the 2024-25 school year. PEG is available to begin work immediately and to commit to monthly advisory group facilitation between July 2023 and April 2024.

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

The Preschool Development B-5 Renewal Grant included \$40,000 to support the technical assistance services being sought to support the public pre-k advisory group and its design of a public pre-k partnership pilot. Policy Equity Group's proposed budget for the necessary services aligns with this approved amount.

PART III: SUPPLEMENTAL INFORMATION

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

If similar services are needed and time is available to solicit proposals, a competition could be held.

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


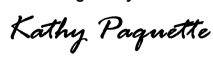
Does this request utilize ARPA/MJRP funds?

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):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner of Education	Date:	4/21/2023
Signature of DAFS Procurement Official:			
Typed Name:	kathy Paquette	Date:	5/8/2023


Certificate Of Completion

Envelope Id: 313D9DE553F2462C9CFE6B9ECAD052FD	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.73
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 4/21/2023 9:23:36 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: 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: 4/21/2023 9:23:37 AM Viewed: 4/21/2023 9:25:09 AM Signed: 4/21/2023 9:26:01 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	4/21/2023 9:23:37 AM
Certified Delivered	Security Checked	4/21/2023 9:25:09 AM
Signing Complete	Security Checked	4/21/2023 9:26:01 AM
Completed	Security Checked	4/21/2023 9:26:01 AM

Payment Events

Status

Timestamps