

**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:		Maine Department of Education/Innovative Teaching and Learning/Early Learning	
Department Contract Administrator or Grant Coordinator:		Renee Reilly, Maine DOE Preschool Development Grant Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$173,530.00	Advantage CT / RQS #:	20240417000000002868
CONTRACT	Proposed Start Date:	5/13/2024	Proposed End Date: 12/31/2025
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:		RMC Research Corp 1530 Wilson Blvd, Suite 430 Arlington, VA 22209	
Brief Description of Goods/Services/Grant:		Evaluation of First 10 Community School Pilot for Preschool Development Renewal Grant	

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
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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 was awarded a Preschool Development Renewal Grant in December of 2022. One of the approved activities in this grant is a pilot of the First 10 Community School model with 7 schools across Maine. This approved activity includes an evaluation by an external evaluator. Originally, Maine was approved to share the evaluator for its state funded First4ME project with the First 10 Community School Pilot, but delays in executing the contract for the First4ME evaluator have necessitated securing a different evaluator for the First 10 Community School Pilot.

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

RMC Research Corporation is a nationally recognized company specializing in research and evaluation, technical assistance and consulting services, professional development, and product development in education and related fields. RMC has assisted leaders at the national, state, and local levels to learn and apply best practices to strengthen systems that lead to improved outcomes.

With over 40 years of experience, RMC staff have performed hundreds of studies that require varied research and evaluation designs and quantitative, qualitative, and mixed methods data collection. RMC staff have applied evaluation expertise to a variety of early childhood education research projects, including a focus on the alignment between pre-K and the early grades, training of elementary school principals in developmentally appropriate practice, comprehensive community services for vulnerable families and children, and professional development for early educators. Also applicable to this evaluation, RMC has considerable experience in Pre-K to Grade 3 continua development, having worked with several other states to design and evaluate tools for promoting these efforts.

RMC Research has also worked with Maine on its Preschool Development Initial Grant, conducting the needs assessment and strategic plan development, and is a subcontractor to Early Childhood Associates, the vendor conducting the evaluation for Maine's Preschool Development Renewal Grant. Working on these components of Maine's Preschool Development Grants has enabled RMC to gain strong understanding of the design of Maine's approved projects and their intended goals, including the First 10 Community School Project.

Finally, the amount of time remaining in the grant period necessitates securing an evaluator with knowledge of the model who can begin work expediently.

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

PART III: SUPPLEMENTAL INFORMATION

Costs negotiated with RMC Research are similar to those paid for its previous services for the State of Maine and will actually result in a cost savings from what was previously anticipated in the original plan of partnering with the First4ME evaluator.

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

Should future evaluation services be needed for the First 10 Community School Pilot with a longer time frame an RFP process could be utilized to secure those services.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: 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

Date:

4/25/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Michelle D. Fournier
066BBD96EE5347F...

Typed Name:

Michelle D. Fournier

Date:

5/2/2024

Certificate Of Completion

Envelope Id: EB712266882348A88B33809509D4FC83	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 22	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 4/25/2024 12:46:47 PM	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

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

Signature



Signature Adoption: Drawn on Device
Using IP Address: 47.176.79.130

Timestamp

Sent: 4/25/2024 12:46:48 PM
Viewed: 4/25/2024 12:46:59 PM
Signed: 4/25/2024 12:48:10 PM
Freeform Signing

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	4/25/2024 12:46:48 PM
Certified Delivered	Security Checked	4/25/2024 12:46:59 PM
Signing Complete	Security Checked	4/25/2024 12:48:10 PM
Completed	Security Checked	4/25/2024 12:48:10 PM

Payment Events

Status

Timestamps