



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
Table with fields: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, Proposed Start Date, Proposed End Date, 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, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with checkboxes and options: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 MOOSE Professional Learning Day will be addressing project-based, place-based, interdisciplinary learning to ensure engaging, meaningful, and equitable access to education for all students. As MOOSE is in its final year of federal funding, we are working to make sure that MOOSE modules and the MOOSE method of open-educational resource (OER) creation lives on past the funding. By hosting a professional development day for the field that addresses the classroom applicability and methods that are critical to MOOSE, we are hoping to seed the field with champions of this style of teaching and learning. At their core, MOOSE modules are built on a foundation of project-based inquiry, a framework that the Department supports and wants to promote across schools. For this contract, we are specifically seeking a professional learning provider that has deep understanding of inquiry centered learning and the capacity to engage other educators in learning about and applying inquiry in their classrooms.

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

Lynn Cuccaro (M.Ed) with The Global Collaborative LLC has extensive experience in educational leadership, strategic design, and inquiry professional development. She specifically designs and leads engaging professional learning that provides innovative solutions to education challenges. Her passion is partnering with schools and organizations to build sustainable systems that push the possibilities of playful teaching and learning in the early years. For the last twenty years, she has served as a play-based inquiry advocate working in and with schools across the United States and internationally. In her workshops she

- Collaboratively guides schools on the planning, design and implementation of hands-on, inquiry-based, conceptual programs
- Builds program capacity by designing and leading personalized, innovative professional development experiences
- Coaches the creation and revision of engaging, backward-design curriculum and assessing for understanding
- Analyzes and assesses school structures, prioritizes and evaluates programs for sustainability
- Improves teacher effectiveness by building conceptual framework and content expertise
- Identifies program challenges and creates effective, sustainable solutions

This level of expertise makes her an excellent workshop provider for our professional development day to really help educators understand how to make inquiry based learning sustainable in their existing classrooms.

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

The Global Collaborative's negotiated cost for Lynn Cuccaro as a keynote speaker and workshop provider is in keeping with other workshop providers of similar caliber.

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

**PART III: SUPPLEMENTAL INFORMATION**

As this is a single instance of a workshop provider for a one-time themed event, it is unlikely that this project would have a future need for this particular service. If the need arises in the future, we will follow appropriate procurement protocols.

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

Does this request utilize ARPA/MJRP funds?

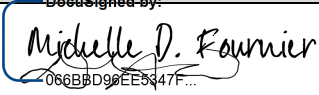
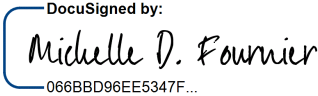
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS**

The signatures below indicate approval of this procurement request.

|  |   |       |            |
|--|---|-------|------------|
| Signature of requesting Department's Commissioner (or designee): | DocuSigned by:<br><br>066BBD99EE5347F...   |       |            |
| Typed Name:  | Daniel A. Chuhta  | Date: | 12/21/2023 |
| Signature of DAFS Procurement Official:                          | DocuSigned by:<br><br>066BBD96EE5347F... |       |            |
| Typed Name:  | Michelle D. Fournier  | Date: | 5/9/2024   |

**Certificate Of Completion**

|   |   |
|---|---|
| Envelope Id: 6505F2B570954E9CB89EE98666FAA164     | Status: Completed   |
| Subject: Please DocuSign This Document            |   |
| Source Envelope:                                  |   |
| Document Pages: 3                                 | Signatures: 1   |
| Certificate Pages: 1                              | Initials: 0   |
| AutoNav: Enabled                                  | Envelope Originator:<br>Daniel A. Chuhta<br>Daniel.Chuhta@maine.gov |
| Envelopeld Stamping: Disabled                     | IP Address: 64.207.219.137  |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) |   |

**Record Tracking**

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|--|---|--------------------|
| Status: Original<br>12/21/2023 11:43:57 AM | Holder: Daniel A. Chuhta<br>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: 198.182.163.113

**Timestamp**

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Freeform Signing

**Electronic Record and Signature Disclosure:**  
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**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

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**Witness Events**

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**Notary Events**

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**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

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| Envelope Sent       | Hashed/Encrypted | 12/21/2023 11:43:57 AM |
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| Completed           | Security Checked | 12/21/2023 11:44:40 AM |

**Payment Events**

**Status**

**Timestamps**