



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, AMENDMENT, GRANT, 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 for A-L: 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 Universal Design for Learning (UDL), 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 UDL and the capacity to engage other educators in learning about and applying UDL 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.

Katie Novak, owner of Novak Educational Consulting, Inc. (Novak Education), is an internationally recognized speaker and consultant in the areas of Universal Design for Learning (UDL), inclusive practices, equity in education, and Multi-Tiered Systems of Support (MTSS). Katie is the author of 12 books, and leads a team of consultants that provide training on inclusive practices in education. Novak Education takes a unique approach to the delivery of professional learning as it focuses on how UDL can be integrated within an MTSS and used along other best practices such as culturally sustaining pedagogy, restorative practices, social emotional learning, and differentiated instruction to provide an inclusive learning experience to all students, regardless of their background or identity. Novak Education takes a system's level approach to ensuring that not only teachers have access to high quality professional learning, but that leaders are also empowered with the knowledge and skills to design systems that support the implementation of these practices with fidelity. There is no other company that provides similar consulting or training using Novak's methodology. All of Novak Education's services and online courses are considered "sole source," and are sold and distributed exclusively by Novak Educational Consulting, Inc. No other entity or organization can provide training using Novak's methodology without prior authorization. Furthermore, Novak Education is the sole source provider of professional learning, program review and consulting and development of materials related to the practices discussed in Novak's leading books:

- UDL Now! A Teacher's Guide to Applying Universal Design for Learning in Today's Classroom
- UDL Playbook for School and District Leaders with Michael Woodlock
- Equity By Design: Delivering on the Power and Promise of UDL with Mirko Chardin

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

**PART III: SUPPLEMENTAL INFORMATION**

Novak Education's negotiated cost is in keeping with other workshop providers of similar caliber.

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

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?


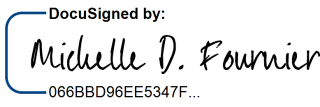
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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):			
Typed Name:	Daniel A. Chuhta	Date:	12/18/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Michelle D. Fournier 066BBD96EE5347F...</small>		
Typed Name:	Michelle D. Fournier	Date:	5/9/2024

**Certificate Of Completion**

Envelope Id: B9F6880122EB444AA7256E05776E44A9	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: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 12/18/2023 2:40:48 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: 72.231.250.95

**Timestamp**

Sent: 12/18/2023 2:40:49 PM  
Viewed: 12/18/2023 2:40:58 PM  
Signed: 12/18/2023 2:41:51 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	12/18/2023 2:40:49 PM
Certified Delivered	Security Checked	12/18/2023 2:40:58 PM
Signing Complete	Security Checked	12/18/2023 2:41:51 PM
Completed	Security Checked	12/18/2023 2:41:51 PM

**Payment Events**

**Status**

**Timestamps**