



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.

Table with 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office, Amount (\$9,800.00), Dates (3/27/2024 to 3/28/2024), Vendor Name (Spencer Creative Services), and Description (Delivery of presentations during the MOOSE Professional Learning Day on UDL).

Table for PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes a header row for justification types and a grid of 12 options (A-L) with checkboxes. Option C (Single Source/Unique Vendor) is checked.

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 learning (PBL) and Design Thinking (DT), frameworks that the Department support and wants to promote across schools. For this contract, we are specifically seeking a professional learning provider that has deep understanding of PBL and DT and the capacity to engage other educators in learning about and applying PBL and DT 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.

John Spencer, owner of Spencer Creative Services, is a nationally recognized speaker and consultant in the areas of project-based learning, design thinking, and digital learning. He is currently an Assistant Professor of Education specializing in digital technology and is a former middle school teacher who was highly awarded both locally and nationally, delivering the opening speech at the White House Future Ready Summit for his work on a global collaboration project. He is the author of 6 books including the critically acclaimed *Empower: What happens when students own their learning*, and *Launch: Using design thinking to boost creativity and bring out the maker in every student*. Spencer is adept at empowering teachers to transform their classrooms into spaces of curiosity, creativity, and critical thinking for all students. Spencer Creative Services is a unique, sole source vendor who is able to meet Maine educators at the intersection of the digital learning resources critical to the MOOSE project, deeply integrated with the project-based learning and design thinking that are the hallmarks of his work.

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

Spencer Creative Services negotiated cost is in keeping with other workshop providers of similar caliber and is set by the National Speaker's Bureau.

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

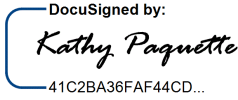
As this is a single instance of a workshop provider for a one-time themed event, it is unlikely that this project would have a future need for this particular service. If the need arises in the future, we will follow appropriate procurement protocols.

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):	<i>Beth Lambert</i>		
Typed Name:	Beth Lambert	Date:	12/1/2023
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	5/21/2024

Certificate Of Completion

Envelope Id: 433E41A56B3A430E AAC04ACBC8D1B39E	Status: Completed
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Signer Events

Signer Events	Signature	Timestamp
Beth Lambert Beth.Lambert@maine.gov Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication (None)	<i>Beth Lambert</i> Signature Adoption: Pre-selected Style Using IP Address: 174.196.198.142 Signed using mobile	Sent: 12/1/2023 2:54:25 PM Viewed: 12/1/2023 2:54:37 PM Signed: 12/1/2023 2:55:09 PM Freeform Signing

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Envelope Sent	Hashed/Encrypted	12/1/2023 2:54:25 PM
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Completed	Security Checked	12/1/2023 2:55:09 PM

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