

## State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

### PART I: OVERVIEW

Department Office/Division/Program:		Department of Education – Special Services		
Department Contract Administrator or Grant Coordinator:		Stacey Bean		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$8,379.84	Advantage CT / RQS #:	20200428*3009	
CONTRACT	Proposed Start Date:	07/01/2020	Proposed End Date:	06/30/2021
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:		Portland School Department 353 Cumberland Avenue Portland, ME 04101		
Brief Description of Goods/Services/Grant:		A maximum of seven educators will participate in the "Math4ME" program during the fifth year of the project.		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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

### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

Maine has a proficiency-based diploma law which requires all students to demonstrate proficiency in Maine's *Learning Results*. The percentage of students with disabilities who achieve proficiency on statewide examinations indicates an area of considerable concern especially in math. Between 2007-08 and 2013-14, proficiency rates for students with disabilities in grades 3-8 fluctuated between 26% and 31%. Additionally, unlike English/language arts scores, the average math scores of students with disabilities consistently decline from grade 3 to grade 8. Qualitative data suggests that a root cause of low math proficiency rates for students with disabilities is the lack of teacher training in math content knowledge and pedagogy. For these reasons, math proficiency for elementary school students has been selected as the focus of Maine's State Systemic Improvement Plan (SSIP) for the State Performance Plan (SPP) (Indicator 17). The Math4ME training focuses on developing teacher understanding of the fundamentals of mathematics, and improving instructional practices by developing an emphasis on number sense for a coherent presentation of mathematics for children with disabilities.

The Department's Office of Special Services received technical assistance through the national-level IDEA Data Center, which identified an evidence-based professional development approach that could help meet the needs of Maine's children with disabilities in the area of math. With guidance from the state-level SSIP Stakeholder group, the DOE's SSIP core group has worked earnestly over the past three years to improve and implement this approach while gearing it specifically to Maine students (grades 3-8) with disabilities. During the fifth year of the Math4ME project, the DOE will continue to scale up this work.

#### 2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Local school districts employ educators who provide educational services to children with disabilities. The Portland School Department is one of many School Administrative Units (SAUs) that agreed to participate in the DOE's Math4ME project to improve students' proficiencies in math. DOE will continue to recruit additional SAUs as Math4ME continues to scale up.

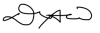
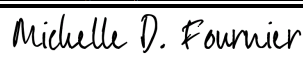
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

A total of up to \$8,379.84 for seven teacher honorariums, mileage and pay for substitutes. A maximum of seven educators is reasonable given their participation in 4 full days of training (2 days during the summer) and throughout the year with activities and consultations on Math4ME instructional practices. Substitute allowances are in line with the average rates paid throughout the state and SAUs will bill Maine DOE at the state rate for actual mileage.

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

In accordance with Maine's SSIP, the DOE's work to improve math proficiency of students with disabilities will continue. The Maine DOE will recruit teachers from additional SAUs in order to scale up this work and to increase the number of schools using evidence-based instructional practices in math. As the DOE works to scale up the Math4ME project, the DOE is also recruiting additional district coaches and mentors.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel A. Chuhta	<b>Date:</b>	5/5/2020
<small>DocuSigned by:</small>			
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>	Michelle D. Fournier	<b>Date:</b>	6/15/2020


## Certificate Of Completion

Envelope Id: 392AD4FC8BB147C8840F50CAE0DCD646	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.185.11

## Record Tracking

Status: Original 5/5/2020 11:34:15 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO 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: 5/5/2020 11:34:17 AM Viewed: 5/5/2020 11:34:27 AM Signed: 5/5/2020 11:34:57 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 98.2.238.149	

**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	5/5/2020 11:34:17 AM
Certified Delivered	Security Checked	5/5/2020 11:34:27 AM
Signing Complete	Security Checked	5/5/2020 11:34:57 AM
Completed	Security Checked	5/5/2020 11:34:57 AM

## Payment Events

Status

Timestamps