

## 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:		Maine Charter School Commission			
Department Contract Administrator or Grant Coordinator:		Amy L. Allen, Senior Support Coordinator			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$13,125	Advantage CT / RQS #:	20200617*3966		
CONTRACT	Proposed Start Date:	7/1/20	Proposed End Date:	6/30/21	
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:		Joseph Mattos (VC1000045716) Oakland, Maine			
Brief Description of Goods/Services/Grant:		Site Visit Consulting			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.**

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## PART III: SUPPLEMENTAL INFORMATION

The provider will work with Commission staff to conduct site visits, guide review teams and write reports to complete monitoring and oversight tasks of the Maine Charter School Commission.

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

The determination was made based on the uniqueness of the Commission's authorized schools and Dr. Mattos' diverse background with both charter schools and school visits/classroom observations. The Commission employs its staff to carry out duties of authorizing and oversight of state-wide charter schools.

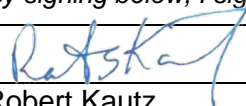
### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated fees have been deemed fair and reasonable based on research within the Department of Education and based on its other current contracts. The negotiated fees are consistent with the Department's contract personnel.

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

Because of the uniqueness of the Commission and its work, we don't foresee future competition as a likely scenario.

## 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>	Robert Kautz	<b>Date:</b>	6-17-20
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	6/18/2020