

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)	\$20,000.00	Advantage CT / RQS #:	20200529*3596	
CONTRACT	Proposed Start Date:	06/30/2020	Proposed End Date:	05/30/2021
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:		Brent Garrett 7505 Jennifer Pl Louisville, KY 40220		
Brief Description of Goods/Services/Grant:		Write a competitive grant application for a federal award, the State Personnel Development Grant (SPDG).		

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
X	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.

PJF

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PART III: SUPPLEMENTAL INFORMATION

Write a high-quality competitive grant application to the U.S. Office of Special Education Programs (OSEP) for a federal award, the State Personnel Development Grant (SPDG). The SPDG is a competitive three to five year federal grant award under the Individuals with Disabilities Education Improvement Act (IDEA) to states and U.S. territories. The purpose of the SPDG is to improve outcomes for children with disabilities by improving the education system that serves students with disabilities in Maine. The provider will coordinate with the Department and other pertinent stakeholders to develop goals, objectives and deliverables for three Department initiatives, compile information and resources and write a high-quality, cost-efficient proposal that addresses the three identified work plans adhering to all specifications of the 2020 SPDG application package. The application will describe how goals, objectives and strategies will be coordinated to the extent practicable with activities supported under the Elementary and Secondary Education Act (ESEA), the OSS's State Systemic Improvement Plan (SSIP) and with other goals of the Department. The application will outline relationships with partners and collaborators and describe how alliances will be leveraged and illustrate the credentials and qualifications of participating personnel, partners and contractors proposed in the SPDG work plan.

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

Brent has supported five states over the last 18 years in developing 10 funded SPDG proposals. Brent has specialized experience in working with stakeholder groups to strategically plan and apply for this complex federal grant. This organization primarily operates in the Educational Research business / industry within the Engineering, Accounting, Research, and Management Services sector. Garrett Consulting LLC will conduct evaluations of education and related initiatives, primarily in the areas of special education, history, mathematics, science, early and content literacy, and early childhood. Clients have included state departments of education in Delaware, Kentucky, Mississippi, Nevada, New Hampshire, and Vermont; the Universities of Delaware and Vermont; historical societies in Connecticut, Kentucky, Ohio, and Pennsylvania; and other assorted nonprofit organizations. Additional work includes (1) a successful grant writing history, supporting many of the states listed above in their proposal development efforts and (2) meeting/process facilitation.


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

There is a fixed fee of \$20,000 for supporting a state's proposal development, plus travel costs for at least one face-to face/kick-off meeting. The budget supports the development of an evidenced-based professional development plan for special education professionals in the State of Maine. The plan will be outlined in the needs assessment, significance review, project design, personnel, adequacy of resources and management plan sections of the completed SPDG application. Given his level of expertise, his professional qualifications and the cost of similar contracted services, these fees are reasonable and comparable to other contracts.

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

Maine DOE is finalizing a new SPDG grant. The intent is to award the grant in 2021.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel A. Chuhta	Date:	6/5/2020
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i> <small>066BBD96EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	6/29/2020



Certificate Of Completion

Envelope Id: A4AB919F1AE84697B9A02407717A57AC	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 & Canad	Daniel.Chuhta@maine.gov
a)	IP Address: 162.248.185.11

Record Tracking

Status: Original 6/5/2020 12:44:35 PM	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: 6/5/2020 12:44:37 PM Viewed: 6/5/2020 12:44:49 PM Signed: 6/5/2020 12:46:26 PM Freeform Signing
Electronic Record and Signature Disclosure: Not Offered via DocuSign	Signature Adoption: Uploaded Signature Image Using IP Address: 98.2.238.149	

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

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Certified Delivery Events

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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	6/5/2020 12:44:37 PM
Certified Delivered	Security Checked	6/5/2020 12:44:49 PM
Signing Complete	Security Checked	6/5/2020 12:46:26 PM
Completed	Security Checked	6/5/2020 12:46:26 PM

Payment Events	Status	Timestamps
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