

## 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. 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:		Erin Frazier			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 12,000	Advantage CT / RQS #:	20200203*2190		
CONTRACT	Proposed Start Date:	<b>October 21, 2020</b>	Proposed End Date:	October 22,2020	
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:		Key2ED, Inc. 426 Verandah Lane Franklin, TN 37064			
Brief Description of Goods/Services/Grant:		Provide professional development training in the successful facilitation of IEP meetings.			

### 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.**

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

The Maine Department of Education has a need to train our educators in facilitating effective IEP meetings. The development and implementation of effective communication skills and techniques are necessary to mitigate contention, promote understand and improve successful team meetings effectively reducing the potential for due process.

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

The Maine Department of Education does not provide direct training on successful techniques and strategies for facilitating an effective IEP meeting. Key2ED, Inc. has become the national authority on IEP meeting facilitation. They provide on-going support, 24-hours per day, 365 days per year via email, teleconferencing and telephone. Furthermore, the participants may request help in preparation for upcoming IEP meetings or guidance in the debriefing after a meeting.

CADRE (The Center for Appropriate Dispute Resolution in Special Education) recommends Key2ED as the national authority on IEP meeting facilitation.



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

\$15,000.00 is the total for the workshop, Key2ED will invoice MDOE for only \$12,000.00. Key2ED has successfully trained thousands of facilitators across the nation. In 2001, the US Department of Education recognized IEP meeting facilitation as a best practice for conducting IEP meetings. CADRE, a federal y funded special education dispute resolution think tank, recognizes Key2ED a son e of the leading authorities on IEP meeting facilitation. Key2ED works with several other state departments of education providing IEP facilitation training at the state level for dispute resolution. We researched other vendors and they were not as successful

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

Any future need for professional development in facilitating effective IEP meetings will be processed in accordance with State procurement policies and procedures.

## 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>	5/15/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	066BBD96EE5347F... Michelle Fournier	<b>Date:</b>	6/30/2020



**Certificate Of Completion**

Envelope Id: 722CCEF8BAD040B29737CDC0F9AC7079	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: 10.103.40.203

**Record Tracking**

Status: Original 5/15/2020 10:23:10 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: 5/15/2020 10:23:12 AM Viewed: 5/15/2020 10:23:23 AM Signed: 5/15/2020 10:26:51 AM 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	Timestamp
--------	-----------

**Certified Delivery Events**

Status	Timestamp
--------	-----------

**Carbon Copy Events**

Status	Timestamp
--------	-----------

**Witness Events**

Signature	Timestamp
-----------	-----------

**Notary Events**

Signature	Timestamp
-----------	-----------

<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	5/15/2020 10:23:12 AM
Certified Delivered	Security Checked	5/15/2020 10:23:23 AM
Signing Complete	Security Checked	5/15/2020 10:26:51 AM
Completed	Security Checked	5/15/2020 10:26:51 AM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
-----------------------	---------------	-------------------