

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 / Office of School and Student Supports / Migrant Education Program	
Department Contract Administrator or Grant Coordinator:		Amelia Lyons	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 35,488	Advantage CT / RQS #:	20190520*3484
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	6/1/19	Effective Date:
	Previous End Date:	5/31/21	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Ms/EdD, 7540 Highway 107, Sherwood, Arkansas	
Brief Description of Goods/Services/Grant:		Data management system for migrant students' recruitment and service provision	

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
X	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

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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.

Ms/EdD provides educational data management services to the Department regarding the eligibility, services, and link to the Migrant Student Information Exchange (MSIX) for eligible Migrant children in the Maine Migrant Education Program, Title I Part C. This includes the installation, use, and maintenance of the MIS2000 software, a Windows based relational database management system designed exclusively for use in Migrant education, Title I Part C.

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

The Maine DOE has worked with Ms/EdD for many years on the development and use of the MIS 2000 system to track migrant students' services and eligibility determinations. This company is the only vendor who has a product that provides the extensive customizing capability of the system needed for this program. No other system allows migrant education field recruiters to complete Certificates of Eligibility in electronic format and upload them daily into the system. Ms/EdD staff is uniquely knowledgeable about migrant education data from the field level through federal reporting. Their comprehensive knowledge ensures that students are promptly and correctly identified, made eligible, and services. An efficient, web-based, secure data system that integrates all program functions is critical to the success of this program.

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

The costs are fair and reasonable, based on previous years and compared to other student database systems. The costs include per user expenses, which have declined over the years for the Maine Migrant Education Program and have brought the price down. The vendor also agreed to waive the costs for temporary users as they will be using the system for less than a month/year (during blueberry harvest only).

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

Annually, the Maine Migrant Education Program team conducts research to determine if there are other products available that meet the requirements for this system. The team verifies this by speaking with other states about their student database systems and the federal Office of Migrant Education to confirm if there are other options to meet federal requirements. If new products do emerge, the team is committed to do an RFP.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

Daniel A. Chuhta

Date:

5/27/2021

**Signature of DAFS
Procurement Official:**

Michelle Fournier

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Printed Name:	Michelle Fournier	Date:	6/4/2021
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