

## 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:	DOE/ESEA/School Turnaround			
Department Contract Administrator or Grant Coordinator:	Cheryl Lang			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 48,000.00	Advantage CT / RQS #:	20210402*2644	
CONTRACT	Proposed Start Date:	October 1, 2020	Proposed End Date:	September 30, 2022
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:	Academic Development Institute (ADI) 121 North Kickapoo St., Lincoln, IL 62656			
Brief Description of Goods/Services/Grant:	Access to INDISTAR for SAUs, schools, and DOE staff			

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

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### PART III: SUPPLEMENTAL INFORMATION

Maine currently receives federal funding for the Tier III Identified Schools under title I, Section 1003g. There are 75 schools receiving funding under this grant program. SEA monitoring and support is a requirement of continued funding from the US Dept. of Ed. Limited capacity at the Maine Department of Education (DOE) creates challenges with providing ongoing monitoring and support needed to accomplish effectively the grant requirements. The Maine DOE does not have reporting forms and planning tools designed to support SEA/SAU/School planning and implementation needs. Development of such tools and resources would be time intensive, as exploration of scientifically based research would be needed in order to ensure effective development. Such work is also cost prohibitive as it requires additional staffing.

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

We have been using our online subscription to INDISTAR website since 2018 with much success and with no increase in cost per year. It supports the Maine DOE's implementation and monitoring requirements for the Tier III grant program. In addition, the INDISTAR website provides necessary planning and data tracking tools to School Administrative Units receiving Tier III funding. This service allows SAUs, schools, and DOE staff to provide ongoing monitoring, technical assistance, and support in a consistent and timely manner.

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

The cost to develop an online resource such as INDISTAR would far exceed the current \$24,000.00 annual cost. This does not include the cost of designing the actual tools, website support, or training. In comparison, the Maine DOE currently has a contract with GEM Software Development for a far less comprehensive online application, for which the annual cost exceeds \$60,000.

The licensing agreement totals \$24,000.00 per year, guaranteed as a biannual contract, with the SEA retaining the option to withdraw from participation at the conclusion of any year. Indistar will be available for all identified Tier III school districts and schools.

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

This subscription service is for a proprietary online planning and data-tracking tool that is both vetted by the US Department of Education and provided at a minimal cost to the State of Maine. Future opportunities to foster competition for these services would require an increase in funding and capacity within the Maine DOE.

### PART IV: APPROVALS

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

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



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<b>Printed Name:</b>	Daniel Chuhta, Deputy Commissioner	<b>Date:</b>	5/14/2021
<b>Signature of DAFS Procurement Official:</b>	<i>David Morris</i> <small>DocuSigned by: 2A644AF5681F482...</small>		
<b>Printed Name:</b>	David Morris	<b>Date:</b>	6/8/2021


**Certificate Of Completion**

Envelope Id: A4916653D370407BB061E68AB794CCFE	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 29	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.7
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 5/14/2021 1:04:09 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**

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	  Signature Adoption: Uploaded Signature Image Using IP Address: 174.196.211.241 Signed using mobile	Sent: 5/14/2021 1:04:11 PM Viewed: 5/14/2021 1:07:58 PM Signed: 5/14/2021 1:11:23 PM Freeform Signing

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**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	5/14/2021 1:04:11 PM
Certified Delivered	Security Checked	5/14/2021 1:07:58 PM
Signing Complete	Security Checked	5/14/2021 1:11:23 PM
Completed	Security Checked	5/14/2021 1:11:23 PM

**Payment Events****Status****Timestamps**