

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)	\$43,750	Advantage CT / RQS #:	20210608*3633		
CONTRACT	Proposed Start Date:	7-1-21	Proposed End Date:	6-30-22	
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 Drago Consulting (VC0000227856) Bath, Maine			
Brief Description of Goods/Services/Grant:		To assist the Maine Charter School Commission and staff in their administration, oversight and management efforts especially as related to financial performance and sustainability of existing and proposed charter schools and to recommend possible improvements in the Commission's work.			

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	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, participate on review teams and assist in the writing of 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 Mr. Drago's diverse background with both charter schools and non-profit organizations. 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

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

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



Printed Name:

Jeremy R. Jones

Date:

6-8-21

**Signature of DAFS
Procurement Official:**

Michelle Fournier

Printed Name:

Michelle Fournier

Date:

6/11/2021