

## 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:		Education/ESEA/21 <sup>st</sup> CCLC			
Department Contract Administrator or Grant Coordinator:		Travis Doughty			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$ 9,200.00	Advantage CT / RQS #:	20210603000000003552		
CONTRACT	Proposed Start Date:	<b>July 1, 2021</b>	Proposed End Date:	August 31, 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:		Vision Training Associates, Standish, ME			
Brief Description of Goods/Services/Grant:		Registrations for Virtual Statewide Conference			

### 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.**

The 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) program is a federally funded education program, which provides Maine with funding to support before, after, and summer school learning programs for students in Pre-K through grade 12. As a requirement of continued funding, Maine must ensure that recipients of 21<sup>st</sup> CCLC funds are provided with the training necessary for effective implementation of before school, after school, and summer educational programs. Though the Maine DOE does provide semi-annual trainings for the 21<sup>st</sup>

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### PART III: SUPPLEMENTAL INFORMATION

CCLC program, it currently lacks the capacity to offer a comprehensive summer training institute for grantees. The time and monetary resources that would be required to develop and host a comparable event through the Department would be substantial. Such work would be cost prohibitive as it would require additional staffing to complete the associated tasks.

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

Vision Training Associates, in partnership with the Maine Afterschool Network (MASN), is hosting this event. The MASN is unique in that it works in conjunction with a large, national network of out-of-school time program providers and national experts. They are also currently, in partnership with Vision Training Associates, the only provider in Maine which offers a summer institute dedicated to positive youth development through out-of-school time programs. There is currently no other training taking place in Maine this summer which would have the same level of impact for all of Maine's current 21st CCLC grant programs.


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

The rates associated with this contract are very reasonable when compared with the level of attendance it will support. The Department has negotiated a rate of \$130 per program site to participate in this training. These site-based registrations allow for any number of staff from each of Maine's current 65 21st CCLC program sites to attend this two-day training event on July 22-23, 2021. In addition, the Department and its 21st CCLC grantees will maintain access to all the recorded event presentations and materials through August 31, 2021. This will be particularly useful as newer programs continue to hire and train additional program staff over the summer months.

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

The services sought through this contract offer 21st CCLC grantees in Maine with the opportunity to learn from in-state and national leaders in the field of education on emerging trends and topics that impact students, families, and educational programs. These valuable learning opportunities are also provided for the Department at a relatively modest cost. Future opportunities to foster competition for these services would require an increase in funding and capacity within the Maine DOE.

### 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>	6/11/2021
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i>		
	<small>066BBD96EE6347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	6/14/2021


**Certificate Of Completion**

Envelope Id: E35DA013F0DF4BB3AF112967630BF17D	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Enveloped Stamping: Disabled	IP Address: 64.207.219.73
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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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: 72.231.250.95	Sent: 6/11/2021 8:50:40 AM Viewed: 6/11/2021 8:50:52 AM Signed: 6/11/2021 8:51:38 AM Freeform Signing

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Envelope Sent	Hashed/Encrypted	6/11/2021 8:50:40 AM
Certified Delivered	Security Checked	6/11/2021 8:50:52 AM
Signing Complete	Security Checked	6/11/2021 8:51:38 AM
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**Payment Events****Status****Timestamps**