



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|--|-----------------|----------------------------------|
| Department Office/Division/Program: | Education - Office of Federal Programs: Assessment | | |
| Department Contract Administrator or Grant Coordinator: | Janette Kirk | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 107,579 | Advantage CT #: | 20220613*3320 |
| CONTRACT | Proposed Start Date: | 6/23/2022 | Proposed End Date: 12/30/2022 |
| 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: | HumRRO: Human Research Organization 66 Canal Center Plaza #700, Alexandria, VA 22314 | | |
| Brief Description of Goods/Services/Grant: | HumRRO is a non-profit organization that supports the development of high-stakes operational assessments and evidence-based solutions in education and other arenas. HumRRO is conducting an alignment study of Maine's current science assessment as required by Federal statute. | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|----------------------------------|--------------------------|----------------------------------|
| Check the box below for 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 |
|--------------------------|-----------------------------------|--------------------------|------------------------|

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

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

The US Department of Education, within the Assessment Peer Review process, requires state-administered assessments utilized to meet Section 1111(b)(2) of the Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act (ESSA) in 2015, be aligned to state standards. Best practice for this alignment study is contracting with a third-party agency to conduct the research and provide a report outlining areas of strength and challenge. The alignment study is submitted to the US Department of Education as peer review evidence. Peer Review of an assessment is required when a state has changed its content standards or assessment. As Maine has changed both its science assessment and standards to the Next Generation Science Standards (NGSS), Maine is required to submit Peer Review evidence six (6) months after implementing an operational assessment which is December 31, 2022. Completing this alignment study will provide necessary evidence that Maine's science assessment aligns with Maine's Next Generation Science Standards. An alignment study generally consists of the following steps.

Reviewing items and passages from at least one test form from each grade level to evaluate the extent to which operational assessment forms meet the peer review criteria. Science Assessment-to-Standards Alignment Criteria typically include: In terms of a timeline, the data gathering (actual alignment of the standards) typically takes 2-3 days if done in person. The analysis can take an additional 2 months.

1. Link to Standards - Acceptable if 50% or more of the items are directly and clearly matched to a specific Knowledge, Ability and Skill (KAS) and at least 90% of items are matched to at least one KAS, Disciplinary Core Ideas (DCI), Science & Engineering Practices (SEP) or Crosscutting Concepts (CCC).
2. DOK Adequacy - Acceptable if fewer than 10% of items are rated as Depth of Knowledge (DOK) level 1 and more than 10% of items are rated at DOK level 3 or 4.
3. Range Adequacy - Acceptable if at least 50% of CCC and SEP are aligned to test items (at least 4 CCC and 4 SEP)
4. Balance-of-Knowledge Correspondence - Webb's balance-of-knowledge correspondence criteria is used, computed for content domains and NGSS dimensions separately. Both must meet Webb's threshold of 0.70.
5. Multidimensional Adequacy- Acceptable if at least 90% of items are aligned to more than one dimension.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

There are limited options and entities available to conduct such an alignment study that meets US Department of Education (USDOE) requirements. Peer review evidence must be submitted to the USDOE by December 31, 2022. The alignment study process, from start to finish, as quoted by vendors who engage in this work listed in the PJF, ranges from 3 – 6 months from the awarding of a contract. Once analysis is

PART III: SUPPLEMENTAL INFORMATION

complete, the applicable report is to be completed and provided to the Maine DOE. Upon receipt, the Maine DOE staff must review and include as evidence within the peer review submission.

Based on the above information and the outlined RFP timeline it is not feasible to conduct an RFP process to identify a vendor. Further details are outlined below.

| Activity | Start Date | Completion Date |
|--------------------------------|------------|------------------------|
| Kick-off Meeting | TBD | Within 1 Week of Award |
| Finalize Alignment Methodology | 7/01/2022 | 8/01/2022 |
| Finalize Alignment Criteria | 7/01/2022 | 8/01/2022 |
| Recruit Panelists | 7/01/2022 | 7/29/2022 |
| Prepare Workshop Materials | 7/01/2022 | 8/5/2022 |
| Conduct Workshop | 8/15/2022 | 8/19/2022 |
| Analyze Data | 8/19/2022 | 10/15/2022 |
| Draft Report | 10/15/2022 | 11/15/2022 |
| Finalize Report | 11/15/2022 | 11/30/2022 |

Three (3) possible vendors are situated to complete such a study: HumRRO, WestEd, and Edcount. Considering the content area, the state's adoption of the NGSS as its science standards, the focus on the NGSS dimensionality, the time constraint of this required evidence for USDOE Peer Review as outlined above, and the state's prior work with the vendor for previous assessments, HumRRO would be the selected organization to conduct the work and provided a proposal to complete the work.

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

The negotiated costs outlined are industry standard for completion of an alignment study. Costs are attributable to the federal assessment grant funds as the completion of such an alignment study is federally required as part of the assessment peer review process.

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

Alignment studies are only required for USDOE peer review when an assessment changes or the state revises content standards. Maine currently reviews content standards on a five-year cycle; therefore, there would be opportunities in the future.


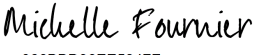
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

| |
|---|
| <input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s). |
| <input checked="" type="checkbox"/> No – If No, proceed to Part V. |

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): |  | | |
| Typed Name: | Daniel Chuhta, Deputy Commissioner | Date: | 6/16/2022 |
| Signature of DAFS Procurement Official: |  <small>DocuSigned by: 066BBD98EE5347E...</small> | | |
| Typed Name: | Michelle Fournier | Date: | 6/17/2022 |


Certificate Of Completion

| | |
|---|---|
| Envelope Id: B36367A2CF3846AAAD9CE7D91ED0224E | Status: Completed |
| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 4 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov |
| Enveloped Stamping: Disabled | IP Address: 64.207.219.136 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

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|--|---|--------------------|
| Status: Original 6/16/2022 9:57:26 AM | Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov | Location: DocuSign |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: 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 Signed by link sent to Daniel.Chuhta@maine.gov Using IP Address: 72.231.250.95 | Sent: 6/16/2022 9:57:27 AM Viewed: 6/16/2022 9:57:37 AM Signed: 6/16/2022 9:58:12 AM Freeform Signing |

Electronic Record and Signature Disclosure:
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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 | 6/16/2022 9:57:27 AM |
| Certified Delivered | Security Checked | 6/16/2022 9:57:37 AM |
| Signing Complete | Security Checked | 6/16/2022 9:58:12 AM |
| Completed | Security Checked | 6/16/2022 9:58:12 AM |
| Payment Events | Status | Timestamps |