



## 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:		Department of Education, Office of Adult Education		
Department Contract Administrator or Grant Coordinator:		Amy Poland		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 9863.96	Advantage CT / RQS #:	CT 20220609*3305
CONTRACT	Proposed Start Date:	6/15/2022	Proposed End Date:	8/31/2022
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:		Jayme Adelson-Goldstein, Lighthearted Learning, Northridge, CA		
Brief Description of Goods/Services/Grant:		Development and delivery of three half-day workshops for teachers of adult multilingual learners		

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 Workforce Innovation and Opportunity Act of 2014 (WIOA) demands that adult education programs prepare eligible students with the knowledge and skills necessary for employment and economic self-sufficiency. This includes assisting multilingual learners (MLs) in obtaining postsecondary education and training through career pathways and improving their reading, writing, speaking, and comprehension skills in English using research-based instruction.

In Maine, the number of ELs continues to increase and due to the lack of affordable housing in urban areas, immigrant families are moving to more rural settings. Smaller adult education programs are seeing an increased need for English language acquisition classes, requiring their current teachers teach English language acquisitions to multiple levels of learners. Most smaller adult education programs employ one or two teachers who may not have experience or training in teaching adult multilingual learners.

To support the professional development of Maine's adult educators, the state adult education office is hosting a multi-day summer institute for adult educators to receive critical training in effective instructional strategies for English language acquisition, including instruction in remote settings. Jayme Adelson-Goldstein of Lighthearted Learning, a national expert in English language acquisition instruction, will deliver three interactive half-day workshops that will anchor the institute program. The workshops will develop and strengthen participants' skills in identifying their English language learners' needs, goals, and interests in order to provide learner-centered instruction; differentiating instruction in multilevel settings; and employing instructional routines effectively in virtual, in-person, and hybrid learning environments.

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

Jayme Adelson-Goldstein of Lighthearted Learning is a nationally recognized expert in professional development for adult educators working with multilingual learners. Her professional development workshops focus on effective teaching practices that are standards-aligned, rigorous, and student-centered approaches. Ms. Adelson-Goldstein works exclusively with adult education sharing approaches for adult learners and has worked with adult education organizations, such as TESOL, SABES, Massachusetts' adult education professional development system and CalPRO, California's professional adult education provider. During the pandemic, she became recognized for her professional development and technical assistance on teaching multilingual learners in virtual and hybrid learning environments. Ms. Adelson-Goldstein's professional development is appropriate for new and veteran adult educators and models effective teaching and learning practices.

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

When compared with other adult education professional development providers that have been recently utilized by the Maine Adult Education Office, Ms. Adelson-Goldstein's rates are comparable in price. Other providers used in comparison include TERC, NAMI-Maine, World Education/IDEAL, and Trekkers.

**PART III: SUPPLEMENTAL INFORMATION**

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

There are no future plans for securing these types of services.

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

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	<i>Tamara Ranger</i>		
Typed Name:	Tamara Ranger	Date:	6/13/2022
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i> <small>DocuSigned by: 066BBD96EE5347F...</small>		
Typed Name:	Michelle Fournier	Date:	6/17/2022