



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: | Maine Department of Education/Office of Innovation/Early Learning Team | | |
| Department Contract Administrator or Grant Coordinator: | Lee Anne Larsen, Director of Early Learning | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$28,512.00 | Advantage CT / RQS #: | 20220608*3256 |
| CONTRACT | Proposed Start Date: | 7/1/2022 | Proposed End Date: 6/30/2023 |
| 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: | Boston Educational Development Foundation, Inc. 7 Palmer St., 2nd Floor Roxbury, MA 02117 | | |
| Brief Description of Goods/Services/Grant: | Instructional program development and coaching/professional learning support for the Maine DOE's Pre-K for ME, K for ME, and First for ME instructional program development. | | |

| 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 Maine Department of Education (DOE) applied for and received a supplemental Preschool Expansion Grant from the U.S. Education Department (USED). Receipt of the grant award enabled the Maine DOE to develop and pilot content integrated Pre-K and Kindergarten instructional programs based on curricula developed by the Boston Public Schools. Work on these instructional programs, Pre-K for ME and K for ME, was ongoing between April 2018 and December of 2019. Initial funding for the curriculum development and pilot expired on 12/31/19. New sources of grant funding were secured to complete instructional program development and pilot implementation between 1/1/2020 and 8/31/2021. During the 2021-22 school year, the DOE continued professional learning/technical assistance support to Maine schools in the use of Pre-K for ME and K for ME and began to prepare to implement a pilot of the Focus on First program to continue into grade 1. To implement the Focus on First pilot and continue to provide support for Pre-K for ME and K for ME implementation, it is critical to maintain consistency with instructional program development and coaching/professional learning support with the named contractor.

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

The Focus on First instructional program was developed by the Boston Public Schools which makes them uniquely qualified to provide the necessary services to accomplish the work outlined above. Since the program development is already in process, it is also imperative that the Maine DOE continue with the same vendor to complete the work required for the pilot and ongoing support for previously developed programs.

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

The budget for the proposed contract utilizes the same cost structure originally used for earlier parts of the project and the vendor has not increased its hourly rate.

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

The DOE plans to continue instructional program development for grades 1 and 2 over the next few years. To maintain consistency, the relationship with the vendor will be maintained for this work. The DOE will plan to negotiate to keep the current pricing structure through the project if possible. Future instructional program development projects unrelated to this unique vendor could utilize a competitive process.

PART III: SUPPLEMENTAL INFORMATION


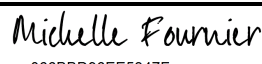
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PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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): |  | | |
| Typed Name: | Daniel A. Chuhta, Maine DOE Deputy Commissioner | Date: | 6/16/2022 |
| Signature of DAFS Procurement Official: |  <small>066BBD96EE5347F...</small> | | |
| Typed Name: | Michelle Fournier | Date: | 6/23/2022 |


Certificate Of Completion

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| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov |
| Enveloped Stamping: Disabled | IP Address: 162.248.186.11 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

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|---|---|--------------------|
| Status: Original 6/16/2022 12:12:49 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 Signed using mobile | Sent: 6/16/2022 12:12:49 AM Viewed: 6/16/2022 12:13:03 AM Signed: 6/16/2022 12:13:46 AM Freeform Signing |

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| Certified Delivered | Security Checked | 6/16/2022 12:13:03 AM |
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Payment Events**Status****Timestamps**