



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, Adult Education	
Department Contract Administrator or Grant Coordinator:		Amy Poland	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 26,250.00	Advantage CT / RQS #:	RQS 20230508*1358
CONTRACT	Proposed Start Date: 5/29/2023	Proposed End Date:	5/28/2024
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:		EnGen, Bethesda, MD	
Brief Description of Goods/Services/Grant:		250 Digital seat licenses, professional development, and ongoing customer support for EnGen's career pathways English language learning platform for adults.	

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. Contextualizing the English learning with the career pathways content accelerates language learning and gives MLs the opportunity to reach their career goals more quickly.

In Maine, MLs account for almost half of all adult education learners, and increasingly, they are accessing services outside the urban centers of Portland and Lewiston. Smaller adult education programs are seeing a need for English language acquisition classes, but often lack the human and capital resources and time to provide high-quality contextualized instruction for MLs.

The EnGen English language learning platform provides a resource for smaller adult education programs to provide contextualized English language instruction individualized for MLs career pathways.

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

EnGen's platform uniquely focuses on contextualized English language learning related to specific careers and workforce readiness for adult multilingual learners. Unlike other language learning platforms which focus solely on English language acquisition, EnGen places the English language acquisition in the context of specific careers, including specific career vocabulary, authentic materials, and occupational test preparation. The range of career pathways is the widest available with over 25 different careers represented in high-demand industries and includes a pathway specifically designed for internationally trained professionals to support the transfer of their skills to the United States workforce. EnGen also uniquely offers an adaptive curriculum and allows English learners to use their first language to support their learning. The focus on specific careers and work readiness is what sets EnGen apart from other English language learning platforms.

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

Purchasing 250 seats allows us to serve a greater number of students for less cost under the tiered pricing structure. Since the seats are fully transferable, a seat can be reassigned when a student is inactive. This makes the pricing cost effective as a program can reuse their seats multiple times. The price for seat licenses is comparable to other English language learning platforms, such as Burlington English.

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

PART III: SUPPLEMENTAL INFORMATION

On an annual basis, we will monitor the industry for products that will meet the needs of adult education programs and the federal requirements under WIOA to determine the need for competition.

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


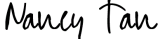
Does this request utilize ARPA/MJRP funds?

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	Date:	5/30/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>7AA9094BA0244AB...</small>		
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	6/6/2023

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 Maine Department of Education
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