



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
Table with 4 columns and 10 rows containing contract details such as Department Office/Division/Program, Amount, Proposed Start/End Dates, and Vendor/Provider/Grantee Name.

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

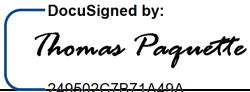
Table with 4 columns and 8 rows for justification options A through L, including Competitive Process, Amendment, Single Source/Unique Vendor, etc.

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 Charter School Commission has used the MAP test provided by NWEA for its charter schools for the past several years. <u>The MAP test is a requirement of the Charter Contract</u> , provides annual targets, and reports growth over time from one year to the next on student achievement in math, reading, and language use in grades K-12.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
	NWEA is a research-based, not-for-profit organization that supports students and educators worldwide by creating assessment solutions that precisely measure growth and proficiency – and provide insights to help tailor instruction. For 40 years, NWEA has developed PreK-12 assessments and professional learning offerings to help advance all students along their optimal learning paths. Their tools are trusted by educators in more than 9,500 schools, districts, and education agencies in 145 countries.
	NWEA’s MAP test is a unique adaptive assessment that provides detailed student level, grade level, school level, and subgroup level reports for analysis and program development.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
	The list price for the NWEA MAP assessment is \$15.00 per assessment. NWEA has offered the Commission a discounted rate of \$13.00 per assessment.
4. Describe the plan for future competition for the goods or services.	
	Because the assessment tracks student growth over time, there is no plan for future RFPs for assessments. The ability to compare growth from year to year is a key component of student achievement analysis and the Maine Charter School Commission’s ability to assess school outcomes in the charter contract.

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 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):	<i>Amy Allen</i>		
Typed Name:	Amy L. Allen, Operations Director	Date:	6-5-24
Signature of DAFS Procurement Official:	 <p>DocuSigned by: <i>Thomas Paquette</i> 240602C7B71A40A...</p>		
Typed Name:	Thomas Paquette	Date:	6/7/2024