



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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:		Data/Communications/Commissioners Office		
Department Contract Administrator or Grant Coordinator:		Katherine Warren		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$725,000	Advantage CT / RQS #:	20240521000000003342
CONTRACT	Proposed Start Date:	4/1/2024	Proposed End Date:	12/31/2027
AMENDMENT	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
GRANT	Project Start Date:	4/1/2024	Grant Start Date:	9/25/2023
	Project End Date:		Grant End Date:	9/24/2027
Vendor/Provider/Grantee Name, City, State:		Cedar Labs 3552 45 <sup>th</sup> Ave S Minneapolis, MN 55406		
Brief Description of Goods/Services/Grant:		Licensing of additional modules of Cedar Labs CONNECT 1) Integration module 2) Validation & Certification module and expansion of our licensing of Cedar Labs State Data Hub to enable population of additional data <i>endpoints</i> .		

### 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 State of Maine Department of Education has received a SLDS grant under Infrastructure and Interoperability funding priority from the Institute of Education Sciences (IES). The grant will be used to fund our SLDS Data Collection Modernization and Data Literacy Curriculum Design and Implementation Project.

As stated in our successful grant award, Maine DOE's 2023 SLDS Grant application is focused on modernizing its data collection and operational data validation infrastructure, specifically our student and staff data collections. Maine's current data collection infrastructure is ineffectively decentralized, siloed, and in some cases technically archaic, creating burdensome data entry and validation requirements for our LEAs. We seek to move to collecting near real time operational data via the SIF data transport standard and creating domain neutral capacity for data collection, validation & certification expansion. This phase of our infrastructure modernization is coordinated to modernize data acquisition technology and transition the SLDS data source from our legacy operational data system to the district Student Information systems supporting more efficient interoperability with Maine LEA's and external partners. This will expand our existing efforts to increase the efficiency of our data architecture across data domains, program areas and data system exchanges. This initiative complements our 2019 SLDS grant, which began building accurate, complete, and timely data sets and coherent data architecture for Maines systems.

Centralizing our operational business rules and data validation infrastructure into a single solution will reduce data handling resulting in more reliable data quality. By reducing the amount of time it takes to move data from the field into SLDS, we will enable more timely return of value-added data, visualizations, and contextualization's to our LEAs and partners to support student learning & growth, data informed decisions and public policy development. These new mechanisms for validating data will build critically on our Data Quality Framework by ensuring that we have a system in place that will support, via a validation interface for the districts, the source system correction of data errors.

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

Extending our current licensing of our Cedar Labs Data Hub (Data Visualization RFP 202010154) will give us the ability to configure and enable the secure, accurate, complete and timely transfer of data to additional data consumers via a compliant, secure, accessible interface and system architecture advancing Maine DOE's ultimate goal of a fully integrated and interoperable operational and longitudinal P20W+ data infrastructure.

Cedar Labs ability to provide a solution for uploading, managing, and validating domain neutral data collections, and coordinating file transfers from and to external applications completing Maine's modernized SLDS data pipeline is unique in this technology space. Their ability to expand our current architecture, in alignment with the values of the Community of Innovation Reference

**PART III: SUPPLEMENTAL INFORMATION**

Architecture, which they helped create as a public resource, is not available from other vendors and is central to our Data Quality Framework. After extensive exposure to this market during our current FY19 SLDS grant we are aware that Cedar Labs ability to cover the spectrum of the enterprise reference architecture needed by Maine is unique in the industry (COI reference architecture diagrams are available if more specifics are necessary)

Cedar Labs has led in cloud native technology, that will be compatible with the existing cloud native infrastructure of our FY19 SLDS as we seek to reduce the burden of modernization on the districts and their data systems, saving time, cost, and coordination. Centralized data collection will save substantial time for the field by connecting directly to the existing suite of district SIS and HR/PR/Accounting systems using established data and transport standards including CEDS, SIF, and REST. We will shorten submission timelines and improve data quality with the implementation and use of curated, focused and coordinated business rules and real time feedback reporting on data quality at the point of entry.

Cedar Labs is unique in its approach, in that it creates a validation environment where data issues are resolved at the source (and almost exclusively at the source, except for some very rare exceptions), allowing Maine to work with districts to ensure a single source of truth for any given data object. For example, for student-related data the SIS becomes an accurate source of truth that can be leveraged for multiple data needs. This is in contrast to approaches where data issues are resolved at the point of transfer, rather than at the source, which means those data will only be accurate at that point in time and for that single purpose.

Cedar Labs creates an ecosystem of data exchange, that will allow Maine to leverage a data connection that has traditionally been used only for state reporting, and extend it to a variety of other data consumers' needs - even when those needs are dependent on real time data (e.g., populating single-sign on portals, triggering communications when events occur, real-time warning systems, etc. This meets some immediate needs of Maine's and also sets Maine up to be able to move to from near real time data to actual real time data if needed to meet future challenges.

Cedar Labs bridges Maine's interest in data collection via Schools Interoperability Framework and its need to continue to develop a strong SLDS based on Common Education Data Standards (CEDS). Cedar Labs is unique in its ability to handle data providers across multiple versions of SIF (SIF 2 and SIF Unity), as well as flat file imports, and transform those data into CEDS all in real time. This gives Maine the ability to modernize, without placing undue burden on its districts and those districts' vendors. It also reduces risk in the project, because those vendors can continue to provide data using established, successful mechanisms, without Maine having to be limited by the older technologies those mechanisms rely on.

Cedar Labs is unique in its ability to create customized outbound recipes, using a no-code user interface, that will allow Maine to send data to each of its data consumers in ways that meet that consumer's unique needs. Those data can be provided to the consumer in real time, with automated data transformations, via an API.

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

**PART III: SUPPLEMENTAL INFORMATION**

We are currently paying 750K per year licensing, maintenance & support for a statewide student information system that we use primarily as a business rules and validation engine for our student data collection. This acquisition of these Connect modules and additional Data Hub functionality will allow us to provide a domain neutral data collection interface, per our grant. This functionality will allow us to use one point of contact with our districts for student data, staff data and any other data we are required to collect in the future.

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

We will go out to bid at the conclusion of the current FY23 SLDS Grant estimated to be December 2027. We currently have a federal SLDS grant to complete the modernization of our data collections within our SLDS and wish to complete that construction so that when we go to competitive bid again we can adequately represent a complete and holistic system plan for bidders to provide. Our FY23 grant implementation represents a continuation of our FY 19 SLDS Grant for the implementation of our CEDS aligned state longitudinal data system and data visualization solution.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):



Typed Name:

Daniel A. Chuhta

Date:

6/13/2024

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	6/13/2024

**Certificate Of Completion**

Envelope Id: 959EDDF59E9841FE9A635B260D3B5F98	Status: Completed
Subject: Complete with DocuSign: ITP-243509 Cedar Labs FY23 Procurement Justification Form (PJF)	
Source Envelope:	
Document Pages: 5	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 198.182.163.121

**Record Tracking**

Status: Original 6/13/2024 8:27:30 AM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: DocuSign

**Signer Events**

Joseph Zrioka  
joseph.a.zrioka@maine.gov  
Director of IT Procurement  
State of Maine - Office of Information Technology  
Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
EA813178102243C...  
Signature Adoption: Pre-selected Style  
Using IP Address: 198.182.163.121

**Timestamp**

Sent: 6/13/2024 8:32:00 AM  
Viewed: 6/13/2024 8:32:11 AM  
Signed: 6/13/2024 8:32:18 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**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**

Jennifer Tarr  
Jennifer.L.Tarr@maine.gov  
DOE Procurement Director  
Carahsoft OBO Maine Department of Education  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 5/20/2021 2:29:25 PM  
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

COPIED

Sent: 6/13/2024 8:32:19 AM

Katherine Warren  
Katherine.Warren@maine.gov  
Education Data Manager- MDOE  
Maine Department of Education  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**

COPIED

Sent: 6/13/2024 8:32:19 AM

Carbon Copy Events	Status	Timestamp
--------------------	--------	-----------

Accepted: 12/9/2022 3:33:50 PM  
ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

Olivia Schafer  
Olivia.Schafer@maine.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 6/13/2024 8:32:20 AM  
Viewed: 6/13/2024 1:44:13 PM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

IT Procurement Team email  
ITProcurement@maine.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 6/13/2024 8:32:21 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

Witness Events	Signature	Timestamp
----------------	-----------	-----------

Notary Events	Signature	Timestamp
---------------	-----------	-----------

Envelope Summary Events	Status	Timestamps
-------------------------	--------	------------

Envelope Sent	Hashed/Encrypted	6/13/2024 8:32:01 AM
Certified Delivered	Security Checked	6/13/2024 8:32:11 AM
Signing Complete	Security Checked	6/13/2024 8:32:18 AM
Completed	Security Checked	6/13/2024 8:32:21 AM

Payment Events	Status	Timestamps
----------------	--------	------------

Electronic Record and Signature Disclosure
--------------------------------------------

## **ELECTRONIC RECORD AND SIGNATURE DISCLOSURE**

From time to time, Carahsoft OBO Maine Office of Information Technology (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

### **Getting paper copies**

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

### **Withdrawing your consent**

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

### **Consequences of changing your mind**

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

### **All notices and disclosures will be sent to you electronically**

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

**How to contact Carahsoft OBO Maine Office of Information Technology:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov)

**To advise Carahsoft OBO Maine Office of Information Technology of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

**To request paper copies from Carahsoft OBO Maine Office of Information Technology**

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

**To withdraw your consent with Carahsoft OBO Maine Office of Information Technology**

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.

**Certificate Of Completion**

Envelope Id: D7B1659D339C4970BA9472464475F6CE	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 10	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 6/13/2024 4:08:20 PM	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**

Daniel A. Chuhta  
Daniel.Chuhta@maine.gov  
Deputy Commissioner  
Maine Department of Education  
Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Drawn on Device  
Using IP Address: 72.231.250.95

**Timestamp**

Sent: 6/13/2024 4:08:21 PM  
Viewed: 6/13/2024 4:08:38 PM  
Signed: 6/13/2024 4:09:23 PM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**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	6/13/2024 4:08:21 PM
Certified Delivered	Security Checked	6/13/2024 4:08:38 PM
Signing Complete	Security Checked	6/13/2024 4:09:23 PM
Completed	Security Checked	6/13/2024 4:09:23 PM

**Payment Events**

**Status**

**Timestamps**