

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Maine Department of Education	
Department Contract Administrator or Grant Coordinator:		Charlotte M. Ellis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,887.50	Advantage CT / RQS #:	CT05A20200318*2543
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	04/01/2020	Effective Date:
	Previous End Date:	06/30/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		AEM Corporation, Herndon, VA	
Brief Description of Goods/Services/Grant:		Technical assistance support to the Maine Department of Education (MDE) with their Generate implementation.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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 is required to report data to the US Department of Education on an annual basis. This data submission process is made up of over 100 individual files that must be in the US DOE defined format. The US DOE has provided the Maine Department of Education with a data system that will help generate the files in the required format and to validate them (Generate). The data system needs to be configured and the Maine IT and Education teams are in need of

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PART III: SUPPLEMENTAL INFORMATION

assistance to get it configured and operational.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

AEM is the US DOE contracted vendor that created and maintains the Generate code.

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

The per person rates are in line with industry average contracted rates.

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

This is a short-term measure to get the product installed, configured, and operational. There should be no need for ongoing services.

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.



Printed Name:

Daniel A. Chuhta

Date:

6/30/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

066BBD06EE5347F
Michelle Fournier

Date:

7/16/2020


Certificate Of Completion

Envelope Id: 98066425CB284144AF16784E425705B3	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.8

Record Tracking

Status: Original 6/30/2020 8:58:27 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO 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 Using IP Address: 98.2.238.149	Sent: 6/30/2020 8:58:29 AM Viewed: 6/30/2020 8:58:38 AM Signed: 6/30/2020 8:59:09 AM 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	6/30/2020 8:58:29 AM
Certified Delivered	Security Checked	6/30/2020 8:58:38 AM
Signing Complete	Security Checked	6/30/2020 8:59:09 AM
Completed	Security Checked	6/30/2020 8:59:09 AM

Payment Events

Status

Timestamps