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:			Department of Education – Special Services					
Department Contract Administrator or Grant Coordinator:			Stacey Bean					
(If applicable) Department Reference #:								
(Contract/Amendment/Grant) \$ 30,000.00		\$ 30,000.00		Advantage C	ge CT / RQS #: 20210		23*3766	
CONTRACT	Pr	oposed Start Date:	0	8/18/2021	Proposed	End Date:	08/19/2021	
AMENDMENT		Original Start Date:			Effective Date:			
		Previous End Date:			New End Date:			
ODANIT		Project Start Date:			Grant Start Date:			
GRANT		Project End Date:			Grant End Date:			
Vendor/Provider/Grantee Name, City, State:			Brustein & Manasevit, PLLC (The Firm) 1023 15 Street NW Washington, DC 20005					
Brief Description of Goods/Services/Grant:			Brustein & Manasevit, PLLC (the Firm) is engaging with the Maine Department of Education for the purpose of providing an LEA Workshop on Federal Grants Management Procedures training and technical assistance with federal education grant management policies and procedures development.					

	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				
	B. Amendment		H. State Statute/Agency Directed		
Х	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		

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.

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PART III: SUPPLEMENTAL INFORMATION

This proposal includes a two-day workshop on the Uniform Administrative Requirements, Cost Principles and Audit Requirements (Uniform Grants Guidance) and direct support for LEAs on developing compliant policies and procedures using a template developed by Brustein & Manasevit, PLLC ("Bruman").

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

Brustein & Manasevit is the leading national training authority that states rely on to train state staff in federal grants management. They offer several national trainings each year in grant management, covering subject content areas regulated by the Education Department General Administrative Regulations (EDGAR), the Office of Management and Budget (OMB), Uniform Grant Guidance (UGG), and the General Education Provisions Act (GEPA).

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

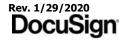
The \$30,000 consists of a two-day virtual workshop for 200-250 participants utilizing the Bruman platform BigMarker, provides two presenters, a template, and administrative support for registrations. The virtual workshop will be recorded and available for playback for any registered attendees. Furthermore, each attendee will receive the updated Administrator's Handbook on EDGAR 5th Edition.

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

The goal is to provide LEAs with a strong federal grants management education, provide them with a resource to answer questions - updated grant management regulations (EDGAR) and for all LEAs to establish compliant policies & procedures.

The virtual workshop will be recorded and available for playback for any registered attendees.

	PART IV: APPROVALS				
Signature of requesting Department's Commissioner	By signing below, I signify that I approve of this procurement request.				
(or designee):	— DocuSigned by:				
	Erin Frazier —ocbbcaboc205462 7	/6/2021			
Printed Name:	Erin Frazier	Date:	07/06/2021		
Signature of DAFS Procurement Official:	Docusigned by: Justin Franzose				
Printed Name:	Justin Franzose	Date:	7/6/2021		



Certificate Of Completion

Envelope Id: 86204B1A72B74C91BAF51274AC293A8C

Subject: Please DocuSign: Procurement

Justification Source Envelope:

Form.doc Signatures: 1

Document Pages: 2

Certificate Pages: 1 Initials: 0

AutoNav: Enabled

Envelopeld Stamping: Enabled

Time Zone: (UTC-05:00) Eastern Time (US & Canad

a)

Envelope Originator:

Status: Completed

Stacey Bean

Stacey.Bean@maine.gov IP Address: 45.46.31.168

Record Tracking

Status: Original Holder: Stacey Bean

7/6/2021 7:19:32 AM Stacey.Bean@maine.gov

Pool: StateLocal

Storage Appliance Status: Connected Pool: Maine Department of Education

Location: DocuSign

Location: DocuSign

Sent: 7/6/2021 7:21:23 AM

Viewed: 7/6/2021 8:40:08 AM

Signed: 7/6/2021 8:40:15 AM

Signer Events

Signature

Timestamp

Erin Frazier erin.frazier@maine.gov

Director of Special Services B-22

Security Appliance Status: Connected

Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication

(None)

Enin Frazier

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Electronic Record and Signature Disclosure:

Not Offered via DocuSign

Signature Adoption: Pre-selected Style Using IP Address: 174.242.74.248

Signed using mobile

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

Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/6/2021 7:21:23 AM
Certified Delivered	Security Checked	7/6/2021 8:40:08 AM
Signing Complete	Security Checked	7/6/2021 8:40:15 AM
Completed	Security Checked	7/6/2021 8:40:15 AM
Payment Events	Status	Timestamps

Timestamp

Signature

Witness Events