

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 #:				
Amount: (Contract/Amendment/Grant)	\$ 30,000.00	Advantage CT / RQS #:	20210623*3766	
CONTRACT	Proposed Start Date:	08/18/2021	Proposed End Date:	08/19/2021
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:		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
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.

PJF

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Rev. 1/29/2020

DocuSign Envelope ID: 86204B1A-72B7-4C91-BAF5-1274AC293A8C

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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
(or designee):**

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

DocuSigned by:

Erin Frazier

0CBBCAB0C2D5462...

7/6/2021

Printed Name:

Erin Frazier

Date:

07/06/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:

Justin Franzose

AEE9C7B3A8044E...

Printed Name:

Justin Franzose

Date:

7/6/2021

Certificate Of Completion

Envelope Id: 86204B1A72B74C91BAF51274AC293A8C	Status: Completed
Subject: Please DocuSign: Procurement Form.doc	
Justification Source Envelope: Signatures: 1	
Document Pages: 2	Envelope Originator:
Certificate Pages: 1	Stacey Bean
AutoNav: Enabled	Stacey.Bean@maine.gov
Envelopeld Stamping: Enabled	IP Address: 45.46.31.168
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 7/6/2021 7:19:32 AM	Holder: Stacey Bean Stacey.Bean@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Erin Frazier
erin.frazier@maine.gov
Director of Special Services B-22
Carahsoft OBO Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:
Erin Frazier
OCBBCAB0C2D5462...

Timestamp

Sent: 7/6/2021 7:21:23 AM
Viewed: 7/6/2021 8:40:08 AM
Signed: 7/6/2021 8:40:15 AM

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

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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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
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