

## 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:		Education/Commissioner's Office			
Department Contract Administrator or Grant Coordinator:		Jessica Nixon, Chief of Operations			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 15,000	Advantage CT / RQS #:			
CONTRACT	Proposed Start Date:	<b>8/10/21</b>	Proposed End Date:	10/31/21	
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:		<b>American Program Bureau, Inc., Newton, MA</b>			
Brief Description of Goods/Services/Grant:		Keynote guest speaker for Monday, September 27 <sup>th</sup> of the annual Maine Superintendents Conference; Dr. John Medina, a molecular biologist, will provide a virtual professional grade one-hour keynote based on his books Brain Rules. This also includes a one-hour training for Maine DOE staff for professional development on brain science.			

### 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
<b>x</b>	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.**

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### PART III: SUPPLEMENTAL INFORMATION

Maine Superintendents have been among our champions throughout COVID-19, and DOE is striving to create a high caliber program which will provide them with tools to help them with the post-COVID-19 era and make positive efforts throughout the state. The burdens that were placed on Superintendents were many including significant workloads, the stress of the unknown, the health crisis adjustments needed for policies, building operations and complete changes in how the schools existed, the community and staff divisions, as well as the ongoing personal concerns that they had to make secondary. As they look to turn the page on this point in time, we strive to help provide this conference in a way that will support and reenergize them for the great work they came into these professions for in the first place. The DOE is bringing professional speakers for both keynotes as a way to elevate the messaging and outcomes from the overall conference.

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

Dr. John Medina is a rebuttal molecular biologist who has spent a lifetime researching brain sciences. His lectures will include work and teachings from his book(s) on Brain Rules. He will be able to discuss with staff and Superintendents how the brain sciences might influence the way we teach our children and the way we work. Every brain is wired differently, Exercise improves cognition, We are designed to never stop learning and exploring, Memories are volatile, Sleep is powerfully linked with the ability to learn, Vision trumps all of the other senses and finally, Stress changes the way we learn. These are all important and timely messages that we are hoping to share and help support the Superintendents who will attend the annual conference.

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

Due to the global reach and popularity, Dr. John Medina is typically \$15,000 for a one-hour virtual meeting. Dr. Medina has agreed to offer his services of one virtual conference presentation, one hour virtual staff professional development and a planning meeting for a combined total of the \$15,000 to help reduce the costs for the State and to support the efforts of the Department to reach educational leaders in the State of Maine and develop the understanding and connections to the work needed as we move forward with our work.

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

Due to the uniqueness of this service, it is likely that if we need to secure future contractors, we will be seeking out those based on the messaging we are striving for. We would work with Procurement to ensure we follow all procurement rules.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Jessica Nixon</i>		
<b>Printed Name:</b>	Jessica Nixon <small>BDCAB2204012424...</small>	<b>Date:</b>	7/21/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
	<small>066BBD96EE5347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	7/26/2021