

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 | | |
| Department Contract Administrator or Grant Coordinator: | | Page Nichols | | |
| (If applicable) Department Reference #: | | N/A | | |
| Amount: (Contract/Amendment/Grant) | \$ 277,754.00 | Advantage CT / RQS #: | 2021*0017 | |
| CONTRACT | Proposed Start Date: | 08/01/2021 | Proposed End Date: | 07/31/2022 |
| 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: | | Maine Math and Science Alliance PO Box 2446 Augusta, ME 04333 | | |
| Brief Description of Goods/Services/Grant: | | Content Specialist/Expert for MOOSE | | |

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.**

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PART III: SUPPLEMENTAL INFORMATION

Maine Math and Science Alliance (MMSA) will provide Maine DOE with staff (content specialists) totaling 2.0, 0.75 FTEs and 1.0, 0.80 FTE to support the work of the MOOSE (Maine Online Opportunities for Sustained Education) from August 1, 2021 – July 31, 2022. MMSA staff members assigned to MOOSE have particular expertise in four areas for which the Department is seeking support; Climate Science, Computer Science, and STEAM (Science, Technology, Engineering, Arts, and Math).

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

Maine Math and Science Alliance has personnel with specific skills and expertise in areas that the MOOSE project is seeking support in – climate science education, computer science education, and STEAM (science, technology, engineering, arts, and math). As part of the second year of development, MOOSE team leaders, content specialists, and developers will design PK-12 progressions in five identified topics that all require specific expertise. MMSA staff will work as content specialists in the three topics listed above and support the discovery, design, and creation of modules in those topics.



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

Support for this project comes from federal relief money through the CARES Act and rates we selected based upon comparable roles and salaries within MDOE. MMSA staff will provide a percentage of their time to the MOOSE project.

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

The Department does not currently have plans/need for these services beyond July 31, 2022.

PART IV: APPROVALS

| | | | |
|---|---|--------------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| |  | | |
| Printed Name: | Daniel A. Chuhta | Date: | 7/25/2021 |
| Signature of DAFS Procurement Official: |  <small>DocuSigned by: 066BBD96EE5347E...</small> | | |
| Printed Name: | Michelle Fournier | Date: | 7/29/2021 |


Certificate Of Completion

| | |
|---|---|
| Envelope Id: 355C88A0D1F44247B228040013CA0626 | Status: Completed |
| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 19 | Signatures: 2 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov |
| Envelopeld Stamping: Disabled | IP Address: 162.248.186.11 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

| | | |
|---|---|--------------------|
| Status: Original 7/25/2021 12:37:22 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

| 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: 73.250.60.5 Signed using mobile | Sent: 7/25/2021 12:37:24 PM Viewed: 7/25/2021 12:38:14 PM Signed: 7/25/2021 12:39:33 PM Freeform Signing |

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

| In Person Signer Events | Signature | Timestamp |
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Editor Delivery Events

| Editor Delivery Events | Status | Timestamp |
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Agent Delivery Events

| Agent Delivery Events | Status | Timestamp |
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Intermediary Delivery Events

| Intermediary Delivery Events | Status | Timestamp |
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Certified Delivery Events

| Certified Delivery Events | Status | Timestamp |
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Carbon Copy Events

| Carbon Copy Events | Status | Timestamp |
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Witness Events

| Witness Events | Signature | Timestamp |
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Notary Events

| Notary Events | Signature | Timestamp |
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Envelope Summary Events

| Envelope Summary Events | Status | Timestamps |
|-------------------------|------------------|-----------------------|
| Envelope Sent | Hashed/Encrypted | 7/25/2021 12:37:24 PM |
| Certified Delivered | Security Checked | 7/25/2021 12:38:14 PM |
| Signing Complete | Security Checked | 7/25/2021 12:39:33 PM |
| Completed | Security Checked | 7/25/2021 12:39:33 PM |

Payment Events

| Payment Events | Status | Timestamps |
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