



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Amy L. Allen, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$5,495.00	Advantage CT / RQS #:	20240529*3441
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
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:		BoardOnTrack, Inc (VC0000264004) Lynwood, WA	
Brief Description of Goods/Services/Grant:		BoardOnTrack is an intuitive, easy-to-use, all-in-one online board management platform for every public charter school board and authorizer. The use of the platform will boost Commission member engagement and accountability, measure performance, and comply with open meeting laws easily.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified

<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

BoardOnTrack has allowed the Maine Charter School Commission to bring structure to the functions for putting together both Commission and Committee agendas, pulling together materials for board packets, taking notes during meetings, drafting meeting minutes, and posting all these required documents that are “housed” in one easy-to-navigate platform.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

BoardOnTrack was created by a nationally recognized charter board governance expert to help transform the way charter boards work. The platform was built with **charter school** governance in mind.

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

The Commission began using BoardOnTrack in July 2023. This will be the second fiscal year that the Commission will use this platform. The Vendor offered the Commission a discounted rate – not increasing the rate from the previous fiscal year – and the Commission has accounted for the cost as a line item in the internal budget for FY25 which was approved by unanimous vote in May 2024.

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

There are other “school board” software packages available on the market, but none of them bring the unique perspective of public charter school governance to the table. The Commission plans to continue its work with BoardOnTrack and will plan for that partnership as it considers its budget annually.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.



**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Amy Lynn Allen, Operations Director	Date:	6/24/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	6/27/2024