

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:		Commissioner's Office		
Department Contract Administrator or Grant Coordinator:		Dan Chuhta		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 66,000	Advantage CT / RQS #:	CT2020720*0221	
CONTRACT	Proposed Start Date:	7/21/20	Proposed End Date:	1/31/21
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:		Stan Sawyer		
Brief Description of Goods/Services/Grant:		Obtain services to manage and oversee grant funding to assist schools to plan and implement strategies and supports for a safe and timely reopening.		

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
X	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

The Department received just \$165m in funding to assist Maine's schools prepare to provide a safe and healthy return to classroom-based instruction this fall. This funding will assist schools, districts, CTE programs and Charter Schools with expenses and logistical hurdles directly related to the COVID-19 pandemic that were not previously reflected in local or state education budgets. This includes: transportation and facilities modifications to allow for social distancing and to accommodate new health/safety guidelines; increased need for cleaning supplies and handwashing stations; contracted services to cover administration of grant funds, custodial needs, tutoring and medical staffing; increased need for substitutes, technology, assessments of student learning, communications resources/signage, and professional development for teachers who must become fluent in hybrid and remote learning models in order to accommodate all students.

This contract will provide services to manage and oversee the distribution of this funding. There will be two phases in this program with the first pool of funding needing to be committed by September 30th and the full amount by December 30th, 2020.

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

As the beginning of school is fast approaching and the need to have phase I funding distributed and spent by September 30th, the Department needs to get a person in place to oversee and manage this work as soon as possible. It is not feasible to go out to RFP for these services with this timeline.

Stan Sawyer served as superintendent for Westbrook School Department from 1999 to 2009. Since that time, Mr. Sawyer has worked with the Department's the Division of School Facilities as a consultant. In this work, has worked with and advised schools through all phases of the construction project. This includes reviewing applications and data to develop cost estimates, developing source materials, attending meetings with department staff and local education officials, and other tasks. He has a proven track record of quality work and attention to detail. This experience makes him very qualified for the work to be done under this contract and he is able to start immediately.

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

This rate is based on the same rate that the department paid Stan Sawyer to support the Division of School Facilities.

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

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PART III: SUPPLEMENTAL INFORMATION

No future competition will be necessary as the time-frame to spend grant funds is limited.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request. <small>DocuSigned by:</small> <i>Pender Makin</i> <small>6119999ABD9B473...</small>		
Printed Name:	A. Pender Makin	Date:	7/20/21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>066BBD96EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	8/10/2020

