

# 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/Data	
Department Contract Administrator or Grant Coordinator:		Charlotte M. Ellis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 216,280.00	Advantage CT / RQS #:	CT05A20190910*0808
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	09/15/2019	Effective Date:
	Previous End Date:	09/15/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Computer Power Solutions of Illinois, Ltd, Columbia, IL	
Brief Description of Goods/Services/Grant:		Licenses for software to assist MDOE and OIT with loading data into the NEO and Generate environments for federal reporting of education data to USDOE	

## 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>X</b>	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

The Maine Department of Education is required to report data to the US Department of Education on an annual basis. This data submission process is made up of over 100 individual files that must be in the US DOE defined format. The US DOE has provided the Maine Department of Education with a data system that will help generate the files in the required format and to validate them (Generate). The system provided by CPSI allows the Maine Department of Education to easily load data into Generate without needing highly technical resources.

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

The products have been installed in conjunction with Maine IT resources and Department staff have been trained to use them. The project is still in its initial stages and to have to engage with another vendor at this point in time would delay being able to use the Generate system to submit data to the USDOE for the upcoming reporting season.

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

The licensing and maintenance costs are in line with similar services being provided by other vendors.

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

Since the US DOE provided system Generate is fairly new, there are not a lot of vendors that are currently familiar with it. In working with this vendor over the past year, MDOE has also been engaging with the USDOE technical providers to ensure that the products work together. The work that MDOE has been doing with this vendor has enhanced the USDOE product as well. As more states start using Generate, MDOE believes that more vendors will be creating solutions to work with it, however since the MDOE project is still in its initial phases, changing vendors now would put the state at a disadvantage and would delay MDOE being able to use the Generate system to submit data to the USDOE for the upcoming reporting season.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

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



**Printed Name:**

Daniel A. Chuhta

**Date:**

7/22/2020

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<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>0668BDD96EE5347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	8/11/2020

### Certificate Of Completion

Envelope Id: 05A7073329404BF48600785BBC2E0A8B	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 64.207.219.72


### Record Tracking

Status: Original 7/22/2020 1:41:02 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

### Signer Events

Daniel A. Chuhta  
Daniel.Chuhta@maine.gov  
Deputy Commissioner  
Maine Department of Education  
Security Level: Email, Account Authentication (None)

### Signature



Signature Adoption: Uploaded Signature Image  
Using IP Address: 98.218.127.113

### Timestamp

Sent: 7/22/2020 1:41:03 PM  
Viewed: 7/22/2020 1:41:23 PM  
Signed: 7/22/2020 1:41:51 PM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

### 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

### Notary Events

### Signature

### Timestamp

### Envelope Summary Events

### Status

### Timestamps

Envelope Sent	Hashed/Encrypted	7/22/2020 1:41:03 PM
Certified Delivered	Security Checked	7/22/2020 1:41:23 PM
Signing Complete	Security Checked	7/22/2020 1:41:51 PM
Completed	Security Checked	7/22/2020 1:41:51 PM

### Payment Events

### Status

### Timestamps