

## 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:		Department of Education – Learning Systems - CTE		
Department Contract Administrator or Grant Coordinator:		Donna Tiner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 25,000	Advantage CT / RQS #:	20200723000000000262	
CONTRACT	Proposed Start Date:	<b>08/03/2020</b>	Proposed End Date:	06/30/2021
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:		Educate Maine, Portland, Maine		
Brief Description of Goods/Services/Grant:		Data Outcomes and information collection on Perkins 9 <sup>th</sup> and 10 <sup>th</sup> grants awarded in FY2020		

### 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

The State Board of Education is continuing work, which began in the 2019-2020 school year, on developing and initiating best practices for CTE programming to provide 9th and 10th grade students. Due to the previous work provided by the vendor it is imperative to contract with this organization as they initiated the work in the previous grant year and can provide these services without expending time and money on establishing new data baselines and information on best practices. These funds will be dispersed in summer of FY2021. The State Board of Education, which is the eligible agency for the Federal Perkins grant funds, has determined this project is in alignment with the State and Federal requirements of the Perkins Act and Perkins State Plan.

The Provider will collect outcome data and information on CTE pilot programs for 9th to 10th grade students in order to determine best practices and successful outcomes of Perkins RFP grants awarded to increase CTE experiences in these age groups. As the new Perkins Act, Perkins V, now requires CTE exploratory and/or CTE experiences be provided for more students, the data outcomes and information from the pilot programs is needed for the State Board of Education to determine if the programs established with these funds are viable and should continue to be funded.

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

Educate Maine is unique in providing this service as they were contracted with Perkins grant funds during the previous grant year to begin this project. This grant award is a continuation of the original project to develop pilot programs for 9<sup>th</sup> and 10<sup>th</sup> grade CTE program opportunities in order to determine best practices. Funds are needed to collect and examine outcomes of the 9<sup>th</sup> and 10<sup>th</sup> grade CTE program pilots in order to provide the State Board of Education with information needed to proceed with viable 9<sup>th</sup> and 10<sup>th</sup> grade CTE opportunities.



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

The State Board of Education CTE Committee allocated funds to this grantee based on previous work provided by this vendor during the FY2020 grant year. The State Board of Education may only grant Perkins State level funds and the State Board CTE Committee determined what associated costs are fair, reasonable, and justifiable.

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

Opportunities to foster competition for these goods and services in the future will be contingent on meeting the needs of the State Board of Education approved projects. These funds will be dispersed to entities best situated to provide such services in accordance with the timeframes determined by the State Board of Education. Projects more diverse in scope and reach beyond the need to be deeply familiar with CTE in Maine will be put forward in a more competitive manner.

## 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>		
			
<b>Printed Name:</b>	Daniel A. Chuhta	<b>Date:</b>	7/24/2020
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>	Kathy Paquette	<b>Date:</b>	8/13/2020


## Certificate Of Completion

Envelope Id: AB4CC2B9A0F64B2BA29CA42FFD91DD56	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	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: 162.248.185.11

## Record Tracking

Status: Original 7/24/2020 2:36:51 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

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: 98.218.127.113	Sent: 7/24/2020 2:36:53 PM Viewed: 7/24/2020 2:37:34 PM Signed: 7/24/2020 2:38:07 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	7/24/2020 2:36:53 PM
Certified Delivered	Security Checked	7/24/2020 2:37:34 PM
Signing Complete	Security Checked	7/24/2020 2:38:07 PM
Completed	Security Checked	7/24/2020 2:38:07 PM

## Payment Events

Status

Timestamps