

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: | | Office of the Commissioner Department of Education | | |
| Department Contract Administrator or Grant Coordinator: | | Page Nichols | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | \$117,000 | Advantage CT / RQS #: | CT05A20200709*0099 | |
| CONTRACT | Proposed Start Date: | 7/15/2020 | Proposed End Date: | 7/15/2022 |
| 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: | | Redfin Solutions, LLC | | |
| Brief Description of Goods/Services/Grant: | | Drupal Website Developer | | |

| 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 |
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| 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. |
| In order to ensure that learning can continue during the COVID 19 crisis or an emergency in the future, the Maine DOE, in collaboration with Maine curriculum leaders, Maine educational community organizations and Maine educators, will create an a-synchronous library of learning modules in a Maine Learning Results- aligned scope and sequence. These modules will be integrated to ensure that learning is synthesized across traditional subject areas and learning experiences are designed to be mutually reinforcing. Given the emergency need for this to be ready in time for the 2020/21 school year |

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PART III: SUPPLEMENTAL INFORMATION

beginning in September, the project requires a web developer who can work within our timeframe and customize a website that meets the goals of the project.

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

Redfin Solutions, a Drupal website developer, developed a platform that will serve as the basic framework for the platform they will continue to develop for the Maine Department of Education. Since the wire frames and structure have already been created, Redfin Solutions is able to build a responsive and accessible platform that delivers PK-12 modules to Maine students by the beginning of the 2020-21 school year.


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

Funding is allocated as part of the CARES Act ESSER funds awarded to the Maine Department of Education to be used to support projects and initiative that reduce educational disruptions caused by the COVID-19 pandemic. The rates are fair and reasonable as they represent rates that have been received previously and the costs to replace the expertise of this vendor (especially within the necessary timeline) would far exceed the negotiated rates.

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

Under the current circumstances caused by the COVID-19 pandemic it is necessary for this to be developed and available for use within a short timeline. In the future, the Department plans to use a competitive bidding process for projects like this.

PART IV: APPROVALS

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|---|---|--------------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| |  | | |
| Printed Name: | Pender Makin, Commissioner | Date: | 8/14/20 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small> <i>Kathy Paquette</i> | | |
| Printed Name: | <small>41C2BA36FAF44CD</small> Kathy Paquette | Date: | 8/20/2020 |