

PM-26139

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:	Maine Department of Education—Office of Learning Systems/Early Learning Team			
Department Contract Administrator or Grant Coordinator:	Lee Anne Larsen			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$12,300	Advantage CT / RQS #:	CT20200817*0488	
CONTRACT	Proposed Start Date:	9/1/2020	Proposed End Date:	6/30/2021
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:	Catherine Marchant 9 Rawson Road Brookline, MA 02445			
Brief Description of Goods/Services/Grant:	Coaching support			

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
	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 (DOE) applied for and received a supplemental Preschool Expansion Grant from the U.S. Education Department (USED). Receipt of the grant award enabled the Maine DOE to begin development and pilot of a content integrated Kindergarten curriculum, K for ME, between September 2019 and December 2019. Initial funding for the curriculum development and pilot expired on 12/31/19. A new source of grant funding was secured to complete curriculum development and pilot implementation between 1/1/2020 and 8/31/2020. Due to COVID-19 school closures, the pilot was unable to be completed during the 2019-20 school year. To complete the pilot and maintain consistency with coaching support, the pilot is being extended through the 2020-21 school year with the named contractor.

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

Since the pilot and related coaching support are already in process, it is imperative that the Maine DOE continue with the same vendor to complete the project. This vendor provided coaching support for the teachers in one of the pilot schools and the goal is to maintain consistency for the teachers.


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

The Maine DOE developed the budget for the K for ME pilot based on its Title II/IV grant. Budgets associated with the proposed contract amendments utilize the same cost structure originally used for the project.

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

The grant funding to support the K for ME curriculum development and pilot project ends on 6/30/2021. At that point, the curriculum development and pilot should be completed.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel Chuhta, Maine DOE Deputy Commissioner	Date:	8/19/2020

**State of Maine
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Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	8/21/2020

Certificate Of Completion

Envelope Id: AE605444DC524519838B856DC36681DB
 Subject: Please DocuSign This Document
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 1
 AutoNav: Enabled
 Envelope Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Daniel A. Chuhta
 Daniel.Chuhta@maine.gov
 IP Address: 10.103.56.201

Record Tracking

Status: Original
 8/19/2020 6:28:23 PM
 Security Appliance Status: Connected
 Storage Appliance Status: Connected


Holder: Daniel A. Chuhta
 Daniel.Chuhta@maine.gov
 Pool: StateLocal
 Pool: Carahsoft OBO Maine Department of Education

Location: DocuSign
 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: 72.231.250.95

Timestamp

Sent: 8/19/2020 6:28:25 PM
 Viewed: 8/19/2020 6:29:19 PM
 Signed: 8/19/2020 6:29:47 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	8/19/2020 6:28:25 PM
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Completed	Security Checked	8/19/2020 6:29:47 PM

Payment Events

Status

Timestamps