

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)	\$9,000	Advantage CT / RQS #:	CT20220817*0489	
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:	Center for Education Policy, Applied Research and Analysis (CEPARE) University of Southern Maine Research Service Center PO Box 9300, 34 Bedford Street Portland, ME 04104-9300			
Brief Description of Goods/Services/Grant:	Evaluation of K for ME curriculum pilot			

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.

State of Maine Procurement Justification Form

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. Due to COVID-19 school closures, the pilot was unable to be completed during the 2019-20 school year. To complete the pilot, it is being extended through the 2020-21 school year. A condition of securing funding for the second year of the pilot included the requirement to add a more formal evaluation.

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

The vendor selected to complete this evaluation has previous experience evaluating pilots for the Maine DOE (e.g. MoMENTum K-3 Literacy Pilot), is highly knowledgeable about early elementary instruction, and has knowledge of Maine school systems. Additionally, the evaluator has demonstrated experience with both qualitative and quantitative evaluation designs that are part of the required evaluation for this pilot.


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 approved Title II/IV grant. The budget associated with the proposed contract utilizes a cost structure that is less than other contracts recently awarded for evaluation work (e.g. Preschool Expansion Grant, Preschool Development Grant).

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
Procurement Justification Form**

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

Certificate Of Completion

Envelope Id: 3B6F949C80EB496BB1732A87B566CD40
 Subject: Please DocuSign This Document
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 1
 AutoNav: Enabled
 EnvelopeId Stamping: Disabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:
 Daniel A. Chuhta
 Daniel.Chuhta@maine.gov
 IP Address: 162.248.185.11

Record Tracking

Status: Original
 8/19/2020 6:10:29 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 6:10:31 PM
 Viewed: 8/19/2020 6:11:45 PM
 Signed: 8/19/2020 6:12:16 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 6:10:31 PM
Certified Delivered	Security Checked	8/19/2020 6:11:45 PM
Signing Complete	Security Checked	8/19/2020 6:12:16 PM
Completed	Security Checked	8/19/2020 6:12:16 PM
Payment Events	Status	Timestamps