

## 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, Office of Adult Education			
Department Contract Administrator or Grant Coordinator:		Gail Senese, State Director			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 33,333.00	Advantage CT / RQS #:		CT20200804*0385
CONTRACT	Proposed Start Date:	7/1/2020	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:		RSU #38, 45 Millard Harrison Drive, Readfield, ME 04355			
Brief Description of Goods/Services/Grant:		To develop a continuity of services plan with a goal of serving 60% of their adult learners if their onsite services are disrupted.			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)																									
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">A. Competitive Process</td><td style="width: 50%;"></td></tr> <tr><td>B. Amendment</td><td></td></tr> <tr><td>C. Single Source/Unique Vendor</td><td></td></tr> <tr><td>D. Proprietary/Copyright/Patents</td><td style="text-align: center;">X</td></tr> <tr><td>E. Emergency</td><td></td></tr> <tr><td>F. University Cooperative Project</td><td></td></tr> </table>	A. Competitive Process		B. Amendment		C. Single Source/Unique Vendor		D. Proprietary/Copyright/Patents	X	E. Emergency		F. University Cooperative Project		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">G. Grant</td><td style="width: 50%;"></td></tr> <tr><td>H. State Statute/Agency Directed</td><td></td></tr> <tr><td>I. Federal Agency Directed</td><td></td></tr> <tr><td>J. Willing and Qualified</td><td></td></tr> <tr><td>K. Client Choice</td><td></td></tr> <tr><td>L. Other Authorization</td><td></td></tr> </table>	G. Grant		H. State Statute/Agency Directed		I. Federal Agency Directed		J. Willing and Qualified		K. Client Choice		L. Other Authorization	
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### PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:	
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>	

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## PART III: SUPPLEMENTAL INFORMATION

The COVID-19 pandemic required Maine adult education programs to shift to emergency remote service overnight. The transition challenged programs because they did not have the processes and procedures in place to continue serving their adult learners. This contract requires adult education programs, organized in regional hubs, to develop a continuity of services plan that will allow them to continue service 60% of their adult learners when a disruption of onsite services occurs. With the dynamic pandemic situation continuing, the need to develop the plan is great, so that programs have procedures in place for instruction, intake, communication and the equipment they need to transition their staff and learners to remote learning.

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

Funding was available to Maine adult education programs. The vendor is a Maine adult education program with experience in providing services to adult learners, including experience with distance learning.


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

The state office of adult education distributed \$33,333.00 to each of its nine regional hubs.

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

This funding was a one-time allocation, and a future competition for the services is not anticipated.

## 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>	8/7/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
<b>Printed Name:</b>	<small>41C2BA36FAF44CD...</small> Kathy Paquette	<b>Date:</b>	8/21/2020