

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, Commissioner's Office		
Department Contract Administrator or Grant Coordinator:		Dan Chuhta		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 53,000	Advantage CT / RQS #:	20200819*591	
CONTRACT	Proposed Start Date:	8/24/2020	Proposed End Date:	01/31/2021
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:		Ruey B. Yehle		
Brief Description of Goods/Services/Grant:		To assist in the management and oversight grant funding		

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	x	L. Other Authorization COVID-19

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.

The Department received about \$165m in funding to assist Maine's schools prepare to provide a safe and healthy return to classroom-based instruction this fall. This funding will assist schools, districts, CTE programs and Charter Schools with Expenses and logistical hurdles directly related to the COVID-19 pandemic that were not previously reflected in local or state education budgets. This includes: transportation and facilities modifications to all for social distancing and to accommodate new healthy/safety guidelines; increased need for

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

cleaning supplies and handwashing stations; contracted services to cover administration to grant funds, custodial needs, tutoring and medical staffing; increased needs for substitutes, technology, assessments of student learning, communications resources/signage, and professional development for teachers who must become fluent in hybrid and remote learning models in order to accommodate all students.

This contractor will assist in the management and oversight of the distribution of this funding. There will be two phases in this program with the first pool of funding needing to be committed by September 20 and the full amount by December 30, 2020.

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

Ruey Yehle has experience working with the Department on project approvals and application reviews. She has been a contractor for the Department Facilities and Transportation team since 2016 doing similar work. This makes her qualified and familiar for the work under this contract and is able to start work immediately.

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

This is the same rate that was used for another Department contractor doing the same work.

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

No future competition will be necessary as the time-frame to spend grant funds is limited.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

DocuSigned by:

Pender Makin

6119999ABD9B473...

**State of Maine
Procurement Justification Form**

Printed Name:	Pender Makin	Date:	8/25/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by</small> <i>Kathy Paquette</i> <small>41C2BA36FAF44GD...</small>		
Printed Name:	Kathy Paquette	Date:	8/28/2020