

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:		Education – Assessment			
Department Contract Administrator or Grant Coordinator:		Janette Kirk			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 9,200	Advantage CT / RQS #:	20210729*0216		
CONTRACT	Proposed Start Date:	8/15/2021	Proposed End Date:	12/30/2021	
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:		Elena Maker Castro 193 West Pownal Road North Yarmouth, ME 04097			
Brief Description of Goods/Services/Grant:		Pursuing Equity in Assessment: A Proposal to Further Maine's Commitment to Educate All Students The use of a stakeholder centered approach to focus groups in order to inform how the Department of Education can best implement a state-wide transformation in student assessment to further equitable outcomes.			

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 DOE is in the midst of a redesign of assessment and accountability. As such, this project is needed to inform direction and decision making in three primary areas:

- Documenting education stakeholders' current perceptions and experiences of existing assessment tools; methods for making meaning of current assessment data; understanding education equity.
- Cultivating preliminary conversations among education stakeholders about how they believe assessment transformations should occur within Maine SAUs and ways to engage with data that could help identify equitable and inequitable educational practices and outcomes within the SAU.
- Provide the Maine DOE with actionable recommendations for how proposed assessment changes can best be presented to and utilized by districts across the state.

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

The vendor has eight (8) years of professional experience as an educator and researcher committed to educational equity. Additionally, the vendor has a MA in ESL and Cross Cultural education and has completed two years of doctoral work at the UCLA Graduate school of Education and Information studies. The vendor is adept at using qualitative and quantitative data within research to understand perceptions and experiences related to equity and inequity. As a former secondary school educator and teacher leader, the vendor also brings with her, practice-based experiences which support effective facilitation of stakeholder meetings and the fostering of conversations around educational equity. The vendor has also served in a number of institutions aiming to cultivate equity for youth in New England and beyond.



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

The cost of services and support would be in line with educational consulting fee scales.

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

At this point in time, there is no additional plan to incorporate further research thus there would not be a need for services. Should the need arise, the Department would explore providing this as a competitive bid.

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	Date:	8/2/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	8/2/2021

NOI 0820210612 08/03/2021 - 08/09/2021


Certificate Of Completion

Envelope Id: B6547F91836D4463B1A3B4BD027DCEBD	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.9
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 8/2/2021 12:01:40 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/2/2021 12:01:41 PM Viewed: 8/2/2021 12:02:08 PM Signed: 8/2/2021 12:02:37 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 174.192.193.228 Signed using mobile	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature	Timestamp
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Editor Delivery Events

Status	Timestamp
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Agent Delivery Events

Status	Timestamp
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Intermediary Delivery Events

Status	Timestamp
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Certified Delivery Events

Status	Timestamp
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Carbon Copy Events

Status	Timestamp
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Witness Events

Signature	Timestamp
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Notary Events

Signature	Timestamp
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Envelope Summary Events

Status	Timestamps
Envelope Sent	Hashed/Encrypted 8/2/2021 12:01:41 PM
Certified Delivered	Security Checked 8/2/2021 12:02:08 PM
Signing Complete	Security Checked 8/2/2021 12:02:37 PM
Completed	Security Checked 8/2/2021 12:02:37 PM

Payment Events

Status	Timestamps
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