

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		
Department Contract Administrator or Grant Coordinator:		Danielle Despins		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 13,540	Advantage CT / RQS #:	20210802000000000247	
CONTRACT	Proposed Start Date:	10/8/2021	Proposed End Date:	3/31/2022
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:		National Alliance for Partnerships in Equity Education Foundation (NAPEEF), 91 Newport Rd., Suite 302, Gap, PA 17527		
Brief Description of Goods/Services/Grant:		Professional Development experience for educators and administrators in Career and Technical Education (CTE) statewide		

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 Provider shall offer 40-minute in person introductory training workshops during the state CTE conference that will span from 8:00am – 1:00pm on October 8th, 2021. In addition, a more in-depth training workshop covering NAPEEF's *Micromessaging to Reach and Teach Every Student* curriculum will be provided electronically over two, 4-hour sessions for up to 100 participants. The workshops will be led by a National Alliance for Partnerships in Equity (NAPE) Certified Equity Instructor, through an interactive online platform, on dates to be determined, for the 2021/2022 school year.

Recipients of Perkins V Federal Funding are required to spend a portion of the funds received to support Perkins defined special populations within CTE. This professional development is targeted to comply with this requirement while also aligning with the Maine DOE goal of addressing bias in our educational system statewide thereby creating a more diverse, inclusive and equitable learning environment.

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

NAPEEF is a nationally known leader in equity with a strong focus in CTE and STEM education. The proprietary Micromessaging curriculum they will be delivered is based on significant research and has been refined overtime. As our states education system moves toward developing more diverse, equitable and inclusive school environments, NAPEEF's unique focus provides our CTE schools an opportunity to engage with a vendor that is attuned to their specific needs.


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

In accordance with the requirements of Perkins V a percentage of the total annual allocated funds must be spent toward supports of Perkins identified Special Populations. This training meets that requirement. Cost of services reflect standard membership pricing as Maine has a long-held membership with this nonprofit organization.

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

Should the need arise, a bidding process will be implemented for future services.

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:	Dan Chuhta, Deputy Commissioner	Date:	8/4/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier	Date:	8/5/2021


Certificate Of Completion

Envelope Id: 38463E7A59724879849167650FEC0EE5	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
Envelope Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 8/4/2021 9:07:13 AM	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: 8/4/2021 9:07:14 AM Viewed: 8/4/2021 9:07:24 AM Signed: 8/4/2021 9:08:33 AM Freeform Signing
	
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Envelope Sent	Hashed/Encrypted	8/4/2021 9:07:14 AM
Certified Delivered	Security Checked	8/4/2021 9:07:24 AM
Signing Complete	Security Checked	8/4/2021 9:08:33 AM
Completed	Security Checked	8/4/2021 9:08:33 AM

Payment Events**Status****Timestamps**