

## 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 – Learning Systems - CTE		
Department Contract Administrator or Grant Coordinator:		Donna Tiner		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	20210708000000000038	
CONTRACT	Proposed Start Date:	09/01/2021	Proposed End Date:	06/30/2022
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:		Educate Maine, Portland, Maine		
Brief Description of Goods/Services/Grant:		This contract is a continuation of the CTE data collection and analysis work requested by the State Board of Education to indicate successful use of State level CTE federal funds (Perkins) and state level CTE trust funds (George Brigg's Trust Fund) which are administered by the State Board of Education. Educate Maine will conduct a funding analysis, collect wide scope CTE data, and convene CTE stakeholder workgroups in order to create and submit a findings report and recommendations to State Board of Education CTE Committee on how best to align federal CTE funds and state CTE trust funds with the State Board's strategic plan for CTE and the Governor's Maine's Jobs and Recovery Plan.		

### 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
<b>X</b>	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:

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### PART III: SUPPLEMENTAL INFORMATION

#### 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The State Board of Education is continuing work from 2019-2020 and 2020-2021 school years to develop best practices for the use of the State level Perkins grant funds and the George Brigg's Trust funds. Due to the previous work provided by the vendor it is imperative to contract with this organization as they initiated the work in the previous grant years and can provide these services without expending time and money on establishing new data baselines and information on best practices. These funds will be dispersed in fall of FY2022. The State Board of Education, which is the eligible agency for the Federal Perkins grant funds, has determined this project is in alignment with the State and Federal requirements of the Perkins Act and Perkins State Plan.

The Provider will continue the CTE data collection work requested by the State Board of Education to indicate successful use of federal Perkins and state Brigg's state level grant funds. Educate Maine will conduct a funding analysis, collect wide scope CTE data, and convene CTE stakeholder workgroups in order to create and submit a findings report and recommendations to State Board of Education CTE Committee on how best to align federal CTE funds and state CTE trust funds with the State Board's strategic plan for CTE and the Governor's Maine's Jobs and Recovery Plan. This information is needed to allow the State Board of Education to determine if the current grants awarded from these funds are viable and should continue to be funded.

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

Educate Maine is unique in providing this service as they have partnered with the State Board of Education in previous years to collect and analyze data around CTE in Maine. As a steward of both the federal Perkins funds and state George Brigg's trust funds, it is imperative for the State Board to direct funding into areas of greatest need to improve CTE.


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

The State Board of Education CTE Committee allocates funds to this grantee based on previous work provided by this vendor during the FY2020 and FY2021 grant years. The State Board of Education is allowed to grant Perkins State level funds and the State Board CTE Committee determines what associated costs are fair, reasonable, and justifiable.

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

Opportunities to foster competition for these goods and services in the future will be contingent on meeting the needs of the State Board of Education approved projects. These funds will be dispersed to entities best situated to provide such services in accordance with the timeframes determined by the State Board of Education. Projects more diverse in scope and reach beyond the need to be deeply familiar with CTE in Maine will be put forward in a more competitive manner.

### 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>	7/27/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
<b>Printed Name:</b>	<small>066BBD96EE5347F...</small> Michelle Fournier	<b>Date:</b>	8/5/2021

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