

# 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:	Page Nichols, Chief Innovation Officer			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ see attached	Advantage CT / RQS #:	See attached	
CONTRACT	Proposed Start Date:	08/09/2021	Proposed End Date:	09/30/2021
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:	Multiple - See attached			
Brief Description of Goods/Services/Grant:	Funding for summer learning and enrichment programs			

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
<b>X</b>	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

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>
<p>In order to increase access to summer learning and enrichment opportunities during the summer of 2021, the Department made funding available to support summer programming and pooled testing for programs that have a direct affiliation with a school district (through a MOU), agree to use the funding within the allowable spending of ARP ESSER and agree to participate in pooled testing throughout their summer services.</p>

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## PART III: SUPPLEMENTAL INFORMATION

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

Given the extremely short timeline to get funding out to programs this summer, the Department opted to post a request for responses in order to identify providers who could meet the criteria to receive this funding. The providers listed on this PJF are all the providers who submitted a response to our request.

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

Please see attached program budget.

Based on the program budget provided in the response, summer learning and enrichment programs increase capacity through this funding opportunity. Students who participate in the program receive social, emotional, and academic support through targeted enrichment during the summer of 2021.

The Department reviewed all the budgets to determine reasonableness and that the funding would only be used for permissible expenses under the grant.

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

This is one-time funding and there will be no need for these services in the future.

## 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>		
	<small>DocuSigned by:</small> <i>Pender Makin</i>		
<b>Printed Name:</b>	<small>6119999ABD9B473...</small> Pender Makin	<b>Date:</b>	8/5/2021
<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>	8/9/2021

## State of Maine Procurement Justification Form

Program Name	Southern Maine Boys and Girls Club
Advantage CT #	20210723000000000165
Amount	\$34,330.00
Other	

Program Name	Auburn-Lewiston YMCA
Advantage CT#	20210722000000000162
Amount	<b>69,300.00</b>
Other	
Program Name	Hardy Girls Healthy Women
Advantage CT #	20210723000000000164
Amount	\$11,810.00

Program Name	The Gameloft
Advantage CT #	20210723000000000170
Amount	\$36,000.00

**Certificate Of Completion**

Envelope Id: A42910F4DA28456981B25F1968334318	Status: Completed
Subject: Please DocuSign: summer programs (PJF).8.5.21.docx	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Disabled	Envelope Originator:
Envelopeld Stamping: Disabled	Pender Makin
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Pender.Makin@maine.gov
	IP Address: 198.182.163.113

**Record Tracking**

Status: Original	Holder: Pender Makin	Location: DocuSign
8/5/2021 12:36:31 PM	Pender.Makin@maine.gov	
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Pender Makin  
 Pender.Makin@maine.gov  
 Commissioner  
 Carahsoft OBO Maine Department of Education  
 Security Level: Email, Account Authentication (None)

**Signature**

DocuSigned by:  
  
 6119999ABD9B473...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 198.182.163.113

**Timestamp**

Sent: 8/5/2021 12:37:09 PM  
 Viewed: 8/5/2021 12:37:20 PM  
 Signed: 8/5/2021 12:38:47 PM  
 Freeform Signing

**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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Maisha Asha  
 maisha.asha@maine.gov  
 Management Analyst II  
 Carahsoft OBO Maine Department of Education  
 Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 8/5/2021 12:38:48 PM  
 Viewed: 8/5/2021 12:44:36 PM

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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
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Envelope Sent	Hashed/Encrypted	8/5/2021 12:37:09 PM
Certified Delivered	Security Checked	8/5/2021 12:37:20 PM
Signing Complete	Security Checked	8/5/2021 12:38:47 PM
Completed	Security Checked	8/5/2021 12:38:48 PM

**Payment Events**

**Status**

**Timestamps**