

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			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)	\$ 22,500.00	Advantage CT / RQS #:	20210712*0060		
CONTRACT	Proposed Start Date:	8/1/21	Proposed End Date:	3/15/22	
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:		Holocaust and Human Rights Center 46 University Drive Augusta, ME 04333			
Brief Description of Goods/Services/Grant:		Content Specialist/Expert for MOOSE			

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

Holocaust and Human Rights Center (HHRC) will provide Maine DOE with one person (content specialist) to support the work of the MOOSE (Maine Online Opportunities for Sustained Education) from August 1, 2021 – March 15, 2022. HHRC has a staff member with particular expertise in an area that the Department is seeking support with; History of and Genocide and the Holocaust.

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

HHRC has a staff member with specific skills and expertise in areas that the MOOSE project is seeking support in – History of and Genocide and the Holocaust. As part of the second year of development, MOOSE team leaders, content specialists, and developers will design PK-12 progressions in five identified topics that all require specific expertise. HHRC staff will work as a content specialist in the topic listed above and support the discovery, design, and creation of modules in those topics.


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

Support for this project comes from federal relief money through the CARES Act and rates we selected based upon comparable roles and salaries within MDOE. HHRC staff will provide 15 hours per week to the MOOSE project.

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

The Department does not currently have plans/need for these services beyond March 15, 2022.

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 A. Chuhta	Date:	7/26/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	8/17/2021