

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:		Amy Poland			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 5,800.00	Advantage CT / RQS #:	CT 20210629*3826		
CONTRACT	Proposed Start Date:	8/1/2021	Proposed End Date:	12/31/2021	
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:		Heather Rogers			
Brief Description of Goods/Services/Grant:		Development and facilitation of professional development focused on social emotional learning and reading instruction for Maine adult education program staff			

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

Delivering professional development and technical assistance to practitioners in the field is a critical component of the work of the state office and a requirement of the federal literacy dollars received for adult education. The pandemic surfaced the critical need in the field for professional development in social emotional learning practices and models. Adult education learners often have barriers that impact their academic and employment success, and it is important for adult education staff to have the tools and training necessary to best support their learners. Additionally, under the Workforce Innovation and Opportunity Act, adult education providers must provide research-based instructional practices in reading and writing instruction to their learners. They also must ensure that their instructors are well-trained and have access to high-quality professional development. The state Professional Development Coordinator also coordinates the Maine College and Career Access grant program, and as a result, needs support in the development and delivery of required training to the field.

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

Heather Rogers brings expertise in social emotional learning and adult education instruction. She has previously worked with the state team in 2020-2021 to develop relevant professional development opportunities in social emotional learning for adult learners, including the courses she will continue to facilitate. Ms. Rogers also works as an adult educator and English instructor in the community college system, so she brings an experienced perspective to her facilitation and strong connections within the field.

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


When compared with other adult education professional development providers that have been recently utilized by the Maine Adult Education Office, Ms. Rogers's rates are comparable in price. Other providers used in comparison include TERC, World Education/IDEAL, and Trekkers.

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

There is no plan for future competition for the services. At this time there are very few options for finding experts and facilitators to do this work with an adult education perspective.

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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:	6/29/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	8/17/2021