

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:		Maine Charter School Commission			
Department Contract Administrator or Grant Coordinator:		Amy L. Allen Operations Director			
(If applicable) Department Reference #:		Invoice #2022-028			
Amount: (Contract/Amendment/Grant)	\$ 26,500.00	Advantage CT / RQS #:	RQS #20210715*0048		
CONTRACT	Proposed Start Date:	7-1-21	Proposed End Date:	6-30-22	
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:		The Institute for Excellence in Education (VC0000221483) d/b/a National Charter Schools Institute ("Epicenter") Mt. Pleasant, MI 48858			
Brief Description of Goods/Services/Grant:		Epicenter is a web-based software system for schools, boards, authorizers, service providers and associations that will assist in managing compliance, automating workflow and evaluating performance.			

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 Maine Charter School Commission was created by Public Law 2011, Chapter 414, to authorize and oversee public charter schools in Maine. As part of the oversight process, the Charter School Commission requires the schools to submit a wide variety of documents at various times throughout the year. Currently, Maine has ten (10) public charter schools. The “management” of the paperwork flow – from receiving documents, to saving documents, sending reminders of needed documents, etc. – had been a manual process until the Commission began using Epicenter in 2017. Now, Epicenter keeps track of and managed the documentation that the Charter Commission requires. In addition, the Charter Commission can now quickly gain insight into student demographics and enrollment trends, measure academic performance, and monitor financial performance of each of the schools they authorize.

Note – This will be the fifth year that the Charter School Commission is using Epicenter and we intend to renew annually.

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

Epicenter comes highly recommended by NACSA (National Association of Charter School Authorizers). It is a unique product that cannot be duplicated by Department/Commission resources.

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

The Maine Charter School Commission worked with representatives at the National Charter Schools Institute to discuss the needs of the Commission and the ten (10) public charter schools that the Commission currently authorizes and oversees. The Commission’s Finance Subcommittee budgeted for this expense and Epicenter is able to provide this service within the Commission’s budget.

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

None known at this time.

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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>		
	<i>Amy L Allen</i>		
Printed Name:	Amy L. Allen	Date:	July 15, 2021
Signature of DAFS Procurement Official:			
Printed Name:		Date:	