

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)		\$ 6,810.00	Advantage CT / RQS #:	CT 20210628*3817	
CONTRACT	Proposed Start Date:	7/15/2021	Proposed End Date:	6/30/2022	
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:		Kayla Sikora			
Brief Description of Goods/Services/Grant:		Coordination and facilitation of professional development focused on distance learning and technology integration for adult educators.			

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 effective practices and models for distance learning and technology integration, as well as the need to build digital literacy skills within the adult education field. Under the Workforce Innovation and Opportunity Act, adult education providers must provide distance education to increase the amount and quality of learning for their students. 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 delivery of required training to the field.

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

Kayla Sikora brings expertise in distance learning and technology integration. She worked with the state team in 2020-2021 to develop relevant professional development opportunities in distance learning and technology integration, including the courses she will continue to facilitate. Ms. Sikora also works as an adult education director, so she brings a unique and experience 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. Sikora'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.

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:	Michelle Fournier	Date:	8/20/2021