

## 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 Department of Education—Office of Learning Systems/Early Learning Team		
Department Contract Administrator or Grant Coordinator:		Lee Anne Larsen		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 15,723.20	Advantage CT / RQS #:	2021080300000000258	
CONTRACT	Proposed Start Date:	09/01/2021	Proposed End Date:	06/30/2022
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:		Boston Educational Development Foundation, Inc. 7 Palmer St., 2nd Floor Roxbury, MA 02117		
Brief Description of Goods/Services/Grant:		Curriculum development and coaching/professional learning support for the Maine DOE's Pre-K for ME, K for ME, and First for ME instructional program development.		

### 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
	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.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

The Maine Department of Education (DOE) applied for and received a supplemental Preschool Expansion Grant from the U.S. Education Department (USED). Receipt of the grant award enabled the Maine DOE to develop and pilot content integrated Pre-K and Kindergarten instructional programs based on curricula developed by the Boston Public Schools. Work on these instructional programs, Pre-K for ME and K for ME, was ongoing between April 2018 and December of 2019. Initial funding for the curriculum development and pilot expired on 12/31/19. New sources of grant funding were secured to complete instructional program development and pilot implementation between 1/1/2020 and 8/31/2021. Due to COVID-19 school closures, work to complete development of K for ME was slowed and needs to be finished during the 2021-22 school year. Additionally, the DOE plans to begin working towards piloting a grade 1 instructional program (First for ME). To complete the work on K for ME, continue to provide support for Pre-K for ME implementation, and begin work on the grade 1 program, it is critical to maintain consistency with instructional program development and coaching/professional learning support with the named contractor.

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

Since the program development is already in process, it is imperative that the Maine DOE continue with the same vendor to complete the project. Additionally, since K for ME and the future grade 1 program will be based upon the contractor's developed program, it is imperative that DOE contract with this vendor as they are uniquely qualified to support Maine in this work.


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

The Maine DOE developed the budget for the K for ME pilot based on its approved Preschool Expansion Grant. The budget for the proposed contract utilizes the same cost structure originally used for earlier parts of the project and the vendor has not increased its hourly rate.

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

The DOE plans to continue instructional program development for grades 1 and 2 over the next few years. To maintain consistency, the relationship with the vendor will be maintained for this work. The DOE will plan to negotiate to keep the current pricing structure through the project if possible. Future instructional program development projects unrelated to this unique vendor could utilize a competitive process.

### 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>		
			
<b>Printed Name:</b>	Daniel Chuhta, Maine DOE Deputy Commissioner	<b>Date:</b>	8/4/2021
<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>	8/20/2021

# State of Maine Procurement Justification Form


**Certificate Of Completion**

Envelope Id: F6AA6B608EE94C43B2C8C4A38D0A63EA	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 8/4/2021 9:28:35 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/4/2021 9:28:36 AM Viewed: 8/4/2021 9:28:45 AM Signed: 8/4/2021 9:29:00 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 73.250.60.5	

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	8/4/2021 9:28:36 AM
Certified Delivered	Security Checked	8/4/2021 9:28:45 AM
Signing Complete	Security Checked	8/4/2021 9:29:00 AM
Completed	Security Checked	8/4/2021 9:29:00 AM

**Payment Events****Status****Timestamps**