



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|---|-----------------------|------------------------------|
| Department Office/Division/Program: | Department of Education – Special Services | | |
| Department Contract Administrator or Grant Coordinator: | Stacey Bean | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 9,000.00 | Advantage CT / RQS #: | 20220801*0330 |
| CONTRACT | Proposed Start Date: | 8/1/2022 | Proposed End Date: 6/30/2023 |
| 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: | MSAD 40 PO Box 701 Union, Maine 04862 | | |
| Brief Description of Goods/Services/Grant: | 6 teachers, 3 Ed techs and 2 other staff will participate in the "Math4ME" program project. | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input type="checkbox"/> | A. Competitive Process | <input type="checkbox"/> | G. Grant |
| <input type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | C. Single Source/Unique Vendor | <input type="checkbox"/> | I. Federal Agency Directed |
| <input type="checkbox"/> | D. Proprietary/Copyright/Patents | <input type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The percentage of students with disabilities who achieve proficiency on statewide examinations indicates an area of considerable concern especially in math. Between 2007-08 and 2013-14, proficiency rates for students with disabilities in grades 3-8 fluctuated between 26% and 31%. Additionally, unlike English/language arts scores, the average math scores of students with disabilities consistently decline from grade 3 to grade 8. Qualitative data suggests that a root cause of low math proficiency rates for students with disabilities is the lack of teacher training in math content knowledge and pedagogy. For these reasons, math proficiency for elementary school students has been selected as the focus of Maine's State Systemic Improvement Plan (SSIP) for the State Performance Plan (SPP) (Indicator 17). The Math4ME training focuses on developing teacher understanding of the fundamentals of mathematics and improving instructional practices by developing an emphasis on number sense for a coherent presentation of mathematics for children with disabilities.

The Department's Office of Special Services received technical assistance through the national-level IDEA Data Center, which identified an evidence-based professional development approach that could help meet the needs of Maine's children with disabilities in the area of math. With guidance from the state-level SSIP Stakeholder group, the DOE's SSIP core group has worked earnestly over the past three years to improve and implement this approach while gearing it specifically to Maine students (grades 3-8) with disabilities.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Local school administrative units (SAUs) employ teachers, Ed Techs and other additional staff who provide educational services to children with disabilities. MSAD 40 School Department is one of many School Administrative Units that agreed to participate in the DOE's Math4ME project to improve students' proficiencies in math.

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

\$1,000.00 per teachers, Ed Techs and other staff members end of year stipend. MSAD 40 has 6 Teachers , 3 Ed Techs.

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



In accordance with Maine's SSIP, the DOE's work to improve math proficiency of students with disabilities will continue. The Maine DOE will recruit teachers from additional SAUs in order to scale up this work and to increase the number of schools using evidence-based instructional practices in math.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

 Yes – If Yes, please attach the approved Business Case(s). No – If No, proceed to Part V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): |  | | |
| Typed Name: | Daniel A. Chuhta | Date: | 8/2/2022 |
| Signature of DAFS Procurement Official: |  <small>066BBD98EE5347E</small> | | |
| Typed Name: | Michelle Fournier | Date: | 8/25/2022 |


Certificate Of Completion

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|---|---|
| Envelope Id: 00CFD184E0A04F17849E83454F522B7F | 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: 64.207.219.135 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

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|---|---|--------------------|
| Status: Original 8/2/2022 1:42:30 PM | 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: 8/2/2022 1:42:31 PM Viewed: 8/2/2022 1:43:06 PM Signed: 8/2/2022 1:43:51 PM Freeform Signing |
|  | |
| Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95 | |

Electronic Record and Signature Disclosure:
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Agent Delivery Events

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Certified Delivery Events

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Status

Timestamps

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| Envelope Sent | Hashed/Encrypted | 8/2/2022 1:42:31 PM |
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Payment Events

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