



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount, Advantage CT / RQS #, CONTRACT, AMENDMENT, GRANT, Vendor/Provider/Grantee Name, City, State, Brief Description of Goods/Services/Grant.

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Maine Charter School Commission wishes to engage in consulting and leadership services (ongoing organizational support) with the National Association of Charter School Authorizers (NACSA). NACSA will partner with the MCSC to provide ongoing operational support as follows:

- New School Application Revisions and Development: The Commission will be issuing a revised application process for the first time in many years. NACSA will work with the Commission and staff to review the old processes and related resources and to bring in best practices and current national trends.
- Site Visit and Report Drafting: The Commission conducts multiple processes throughout the year and throughout a school's charter term as part of their oversight. The MCSC is seeking support that will range from attending some school meetings and visits virtually, to reviewing and revising current report structures, to providing feedback on report improvements, and to determining areas for growth in the oversight process.
- Renewal Support: The Commission is seeking renewal support through this upcoming cycle. Supports may include participation in virtual visits or discussions, suggestions on report improvements, data visualization and interpretation, and/or others as needed.
- Ad Hoc: The Commission is operating with a limited staff and will need various capacity support throughout the next year. NACSA has experience working in Maine and is familiar with its context and will work with the Executive Director to understand and prioritize needs and projects.

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

NACSA is a nationally recognized organization that supports the work of charter school authorizers and leadership development.

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

The rate for the services was determined to be fair and reasonable based on the scope and sequence of the work requested and the level of involvement of the organization in the operations of the Maine Charter School Commission.

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

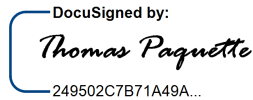
At this time there are no plans for future services.

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):	<i>Amy Allen</i>		
Typed Name:	Amy L. Allen, Operations Director	Date:	8/2/23
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	8/7/2023