



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

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:		Education/Office of Federal Programs/Assessment		
Department Contract Administrator or Grant Coordinator:		Jodi Bossio-Smith		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 5,400.00	Advantage CT / RQS #:	CT05A20230808*0283
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date:	6/30/2025
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:		Martha L. Thurlow 183 Little Canada Road, E#103 St. Paul, MN 55117		
Brief Description of Goods/Services/Grant:		Consultation and psychometric services related to Maine's math and reading general assessment.		

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
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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.

Maine is amid an assessment transition with the first implementation of the Maine Through-year Assessment (MTYA) during the spring of 2023. As Maine has transitioned from using an off the shelf assessment to a customized through-year assessment, federal requirements related to peer review of the assessment product and meeting the necessary assessment requirements as outlined in ESSA are imperative. As such, it is best practice to have a technical advisory committee (TAC) established to consult and provide support related to psychometric decision making, in addition to the structure and form of the assessment and subsequent assessment items. These national subject matter experts meet with the Maine assessment team and vendor semi-annually to provide feedback on proposed plans, assessment programs, data validation and challenges experienced by special populations.

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

Martha Thurlow is a Senior Research Associate at the National Center on Educational Outcomes. In this position, she addresses the implications of contemporary U.S. policy and practice for students with disabilities and English Learners, including national and statewide assessment policies and practices, and standards-setting efforts. Dr. Thurlow has conducted research and technical assistance for the past 45 years in a variety of areas, including assessment and decision making, learning disabilities, and integration of students with disabilities in general education settings.

Dr. Thurlow has published extensively on all of these topics, authoring numerous books and book chapters, and publishing more than 200 articles and reports. She served as co-Editor of *Exceptional Children* from 1995 to 2003, the research journal of the Council for Exceptional Children, and is currently an associate editor for numerous journals

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

The costs negotiated are the fair market value of the services being provided and the caliber of the consultant from which the services are rendered.

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

Maine is consistently exploring opportunities to engage with high quality knowledgeable individuals who are able to support the development and implementation of assessment programming. As such, when opportunities arise, the assessment team will ensure there is a process by which the most qualified candidates are identified.

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 Chuhta, Deputy Commissioner	Date:	8/9/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	kathy Paquette	Date:	8/17/2023

Certificate Of Completion

Envelope Id: D093D9D1F8814C50AFF0E3B38B1A2FD2	Status: Completed
Subject: Please DocuSign This Document	
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Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 8/9/2023 4:33:09 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
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Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

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Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/9/2023 4:33:10 PM Viewed: 8/9/2023 4:33:26 PM Signed: 8/9/2023 4:34:05 PM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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Envelope Sent	Hashed/Encrypted	8/9/2023 4:33:10 PM
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Payment Events**Status****Timestamps**