



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*0286
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2025
AMENDMENT	Original Start Date:		
	Previous End Date:		
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Richard Leucht dba Leucht Assessment Technology Services, LLC 5204 Southwind Road Greensboro, NC 27455-2233	
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

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.

Dr. Richard Leucht, has a primary foci in assessment engineering (AE). AE involves the application of industrial engineering design principles to test question and scale (metric) design, emphasizing scalability and quality control. Leucht is also deeply involved in technology-based assessment--including Computer Adaptive Testing and MST--and auto-adaptive items. Another area of interest is psychometric modeling (e.g., IRT modeling) and item-difficulty modeling (IDM). He is a professor of Educational research methodology at the University of North Carolina, Greensboro where he teaches graduate courses in applied statistics and advanced measurement. His research includes technology integration in assessment, advanced psychometric modeling and estimation and the application of engineering design principles for formative assessment (AE). Leucht has designed numerous algorithms and software programs for automated test assembly and devised a computerized adaptive multistage testing framework used by several large-scale assessment programs.

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

PART III: SUPPLEMENTAL INFORMATION

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: 5BFF00C3EA144A1AB3D7E5EBD72BF58B	Status: Completed
Subject: Please DocuSign This Document	
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Document Pages: 3	Signatures: 1
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld 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 4:31:32 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

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 8/9/2023 4:31:33 PM Viewed: 8/9/2023 4:31:43 PM Signed: 8/9/2023 4:32:31 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 4:31:33 PM
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