



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*0287
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:		April Lynne Zenisky 12 Valley View Drive South Hadley, MA 01075	
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.

April L. Zenisky received her doctorate in 2004 from the University of Massachusetts Amherst; prior to that, she completed her undergraduate studies in English and psychology at Amherst College. Her specialty area is psychometrics and her doctoral dissertation evaluated the effects of selected multi-stage testing design variables on the psychometric quality of licensure exams. She is a nationally renowned expert in the areas of large-scale assessment and computer-based testing. Her research has been presented at national and international conferences, and she has published papers in *Applied Measurement in Education*, the *Journal of Educational Measurement*, and in numerous books and encyclopedias related to measurement and educational research including *Use of visual displays in research and testing: Coding, interpreting, and reporting data*(2015), *Computerized multistage adaptive testing: Theory and applications* (2014), *Improving Large-Scale Assessment in Education* (2013), and *Elements of Adaptive Testing*(2010) and the *Handbook of Test Development* (2006). Currently, she is Research Associate Professor and Director of Computer-Based Testing Initiatives for the Center for Educational Assessment at UMass, where she has worked on the comprehensive evaluation of the National Assessment of Educational Progress (NAEP), and is now the project manager and psychometrician for computer-based tests for adult basic education programs in Massachusetts. She currently serves as the Associate Editor of the *International Journal of Testing*. Her research interests include score reporting, innovative item types for computer-based testing, performance assessment, and computerized test designs.

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.

PART III: SUPPLEMENTAL INFORMATION

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:	8/17/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	kathy Paquette <small>44C2BA36FAE44CD</small>	Date:	8/18/2023

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