



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 #:		n/a	
Amount: (Contract/Amendment/Grant)	\$ 5,400.00	Advantage CT / RQS #:	CT05A20230808*0288
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:		James Pellegrino 130 North Garland Court, #3804 Chicago, IL 60602	
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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1.	Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
	<p>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.</p>
2.	Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
	<p>Pellegrino is Liberal Arts and Sciences Distinguished Professor and Distinguished Professor of Education at the University of Illinois at Chicago. Pellegrino's research and development interests focus on children's and adult's thinking and learning and the implications of cognitive research and theory for assessment and instructional practice. He has an extensive background and has conducted research around the incorporation of effective formative assessment practices, assisted by technology, to maximize student learning and understanding.</p> <p>Pellegrino's unique blend of expertise which combines knowledge of cognitive science, psychometrics, educational technology, instructional practice, and educational policy benefits Maine and the implementation of its assessment program. He has held the position of Chair in numerous study committees aligned with assessment development, implementation and research.</p> <p>Pellegrino has supervised several large-scale research and development projects has authored or co-authored over 300 books, chapters, journal articles, and reports in the areas of cognition, instruction and assessment and has made numerous invited presentations at local, state, national and international meetings and at universities throughout the world. He is knowledgeable about the diversity of perspectives represented by various research, policy, and practice communities.</p>
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)**


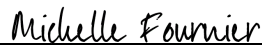
Does this request utilize ARPA/MJRP funds?

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:	8/9/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Michelle Fournier <small>066BBD96EE5347F...</small>	Date:	8/30/2023


**Certificate Of Completion**

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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: 64.207.219.72
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 8/9/2023 4:28:25 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 4:28:26 PM Viewed: 8/9/2023 4:28:37 PM Signed: 8/9/2023 4:30:20 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 4:28:26 PM
Certified Delivered	Security Checked	8/9/2023 4:28:37 PM
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Completed	Security Checked	8/9/2023 4:30:20 PM

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