



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:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Amy Allen, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 5,495.00	Advantage CT / RQS #:	20230815*0332
CONTRACT	Proposed Start Date:	7/1/2023	Proposed End Date: 6/30/2024
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:		BoardOnTrack, Inc (VC0000264004) Lynnwood, WA	
Brief Description of Goods/Services/Grant:		BoardOnTrack is an intuitive, easy-to-use, all-in-one online board management platform for every public charter school board and authorizer. The use of the platform will boost Commission member engagement and accountability, measure performance, and comply with open meeting laws easily.	

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.

The Maine Charter School Commission is working with limited staff and all the functions for putting together both Commission and Committee agendas, pulling together materials for board packets, taking notes during meetings, drafting meeting minutes, and posting all these documents are manual processes. We are hoping to bring structure to these functions and ultimately “house” all required documents in one easy-to-navigate platform.

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

BoardOnTrack was created by a nationally recognized charter board governance expert to help transform the way charter boards work. The platform was built with **charter school** governance in mind.

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

As the Commission was considering its annual budget for FY24 – understanding that the work that needs to be carried out would be done with a limited staff – they asked staff to look for tools that would add value to the work being done. One of those tools was BoardOnTrack. Staff had extensive meetings with BoardOnTrack personnel to explain the needs of the Commission and it was ultimately decided that an annual Operations membership would be the best place to start. This annual membership provides onboarding and support, coaching and training, and access to an online governance platform.

The Commission was able to negotiate a discounted annual rate and the use of the platform was built in as a line item in the Commission’s budget which was approved in May 2023.

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

There are other “school board” software packages available on the market, but none of them bring the unique perspective of public charter school governance to the table. The Commission plans to continue its work with BoardOnTrack and will plan for that partnership as it considers its budget annually.

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):	DocuSigned by: <i>Amy Allen</i> C0595A82EBB345F		
Typed Name:	Amy Lynn Allen, Operations Director	Date:	8/16/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i> 249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	8/31/2023