



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 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 Lynn Allen Operations Director			
(If applicable) Department Reference #:	N/A			
Amount: (Contract/Amendment/Grant)	\$ 25,900.00	Advantage CT / RQS #:	20240723*0147	
CONTRACT	Proposed Start Date:	7/1/2024	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:	National Charter Schools Institute (VC0000221483) Mt. Pleasant, MI			
Brief Description of Goods/Services/Grant:	Project-Based Support (Authorizer and Governing Board Training and Professional Development)			

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 National Charter Schools Institute has been an incredible partner over the past several years. They have provided support through many staffing transitions and have been instrumental in launching required school board member trainings. The Commission will partner with the Institute again in FY25 to focus on the following: up to 26 sessions of virtual coaching, in-person professional development for the Commission in the Fall of 2024 and in the Spring of 2025, and in-person school governance professional development in the Fall of 2024 and in the Spring of 2025

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

The National Charter Schools Institute works with schools, boards, and authorizers to support better outcomes for students. They believe that students succeed when there is alignment between and among these entities; that is, alignment in roles, alignment in understanding the law, and alignment in wanting the best for students, families, and the communities in which they reside. Their work with the Maine Charter School Commission and the boards of the schools it oversees is designed to strengthen their relationship with one another, distinguish their responsibilities, and align their values on school performance outcomes.

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

A scope and sequence of work was developed in partnership with the Institute that fits within the Commission’s approved FY25 budget for “project-based” support.

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

This contract will continue the professional development work around strategic planning that began at the tail end of FY24. The Commission is looking at a potential new vendor for required governing board trainings beginning in FY26.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Amy Allen</i>		
Typed Name:	Amy Lynn Allen	Date:	8/12/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Thomas Paquette 249502C7B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	8/13/2024