



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 Department of Education/Office of Teaching and Learning/Early Learning Team			
Department Contract Administrator or Grant Coordinator:	Renee Reilly, Preschool Development Grant Manager			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 69,844.00	Advantage CT / RQS #:	20240717000000000125	
CONTRACT	Proposed Start Date:	9/1/2024	Proposed End Date:	8/30/2025
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:	Melissa Early Education, LLC, Dublin, CA			
Brief Description of Goods/Services/Grant:	Instructional program development and coaching/professional learning support			

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 was awarded a 3-year federally funded Preschool Development Grant (PDG) in which funding was approved to contract with the Boston Educational Development Foundation to complete development and enhancement of open-source, interdisciplinary instructional Pre-K through 2nd grade programs based on curricula developed by the Boston Public Schools.

The Maine DOE has previously contracted with the Boston Educational Development Foundation for this vendor's services. The Boston Educational Development Foundation has changed its policies related to contracting with outside organizations which has necessitated establishing a contract directly with this vendor. It is critical to continue contracting with this vendor due to their expertise with the Boston Public Schools' curricula. This knowledge and the previous work with the Maine DOE will allow the vendor to support the continued development of Maine's open-source, interdisciplinary instructional programs and provide ongoing professional learning/technical assistance support to Maine schools in the use of Pre-K for ME, K for ME, and 1st Grade for ME programs, prepare to implement a pilot of the 2nd Grade for ME program and integrate math, science, and nature-based/outdoor learning lesson enhancements, and provide coaching/professional learning opportunities for Maine educators directly related to the instructional programs.

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

The Boston Educational Development Foundation was written into Maine's approved PDG grant application. Maine's open-source, interdisciplinary program was developed based on the curricula developed by the Boston Public Schools. The named contractor has expertise with the curricula developed by the Boston Public Schools, which makes them uniquely qualified to provide the necessary services to accomplish the work outlined above. This vendor was an original author of the Boston Public Schools' (BPS) curricula, worked for BPS as an instructional coach, and has served as a contractor for BPS' continued curriculum development for the past 6 years. Since the Maine's program development is already in process, it is imperative that the Maine DOE continue working with the same contractor to complete the work required for the PDG pilot and for ongoing support for previously developed program implementation.

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

The budget for the proposed contract utilizes the same cost structure originally used for earlier parts of the project and the vendor has not increased their hourly rate. A budget was prepared for the approved Preschool Development Grant.

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

The DOE plans to continue open-source, interdisciplinary instructional program development for the next 2 years of the PDG. To maintain consistency, the relationship with this vendor will be maintained for this work. The DOE will plan to negotiate to keep the current pricing structure

PART III: SUPPLEMENTAL INFORMATION

through the project if possible. Future instructional program development projects unrelated to this unique vendor could utilize a competitive process.

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.


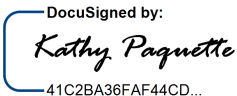
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta, Deputy Commissioner	Date:	8/9/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	8/21/2024


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