

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Education/ Higher Education & Student Support Services Certification	
Department Contract Administrator or Grant Coordinator:		Angel Loreda	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	- \$ 285,250	Advantage CT / RQS #:	20150707*0086
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	07/01/2015	Effective Date:
	Previous End Date:	06/30/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Hupp Information Technologies	
Brief Description of Goods/Services/Grant:		Online education certification system support and enhancements	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
x	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

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PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

This amendment is to extend the hosting and maintenance of the Department's educator credentialing system. This system is the result of RFP#201501019 and is vital to Department's mission to manage educator credentials. The system requires hosting and on-going maintenance on an annual basis to keep the system running and up-to-date with credentialing requirements.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The vendor was awarded an initial 5-year contract under the RFP and built the current system and other similar systems in other states. Given this experience and knowledge, the vendor is uniquely situated to host and maintain the system within our timeframe needs.

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

The cost for the year is based on what was negotiated under the 2015 RFP. There is an annual hosting, licensing, and maintenance fee that includes up to 500 hours of support. Beyond the allotted 500 hours, maintenance/programming is billed to DOE at a rate of \$125/hr. Those hours are monitored and approved by certification management.

NOTE: Although the amount indicates a decrease in the contract amount, the cost of the contract is not changing. The decrease in this amendment is to correct an accounting error that was made with a 2019 amendment. The work being done this year will be covered by the remaining balance on the contract, so it is a no cost extension.

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


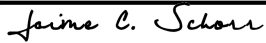
The Department is currently reviewing its options for these services including a potential RFP for next year.

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PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Dan Chuhta Deputy Commissioner Department of Education	Date:	9/1/2020
Signature of DAFS Procurement Official:	 <small>6D6437754DD0459...</small>		
Printed Name:	Jaime C. Schorr	Date:	9/8/2020


Certificate Of Completion

Envelope Id: 77DDABA3C1564EF186D88EFCBCA16C89	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 6	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Disabled	Daniel A. Chuhta
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	Daniel.Chuhta@maine.gov
	IP Address: 162.248.185.11

Record Tracking

Status: Original 9/1/2020 10:09:22 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Carahsoft OBO Maine Department of Education	Location: DocuSign

Signer Events

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 9/1/2020 10:09:25 AM Viewed: 9/1/2020 10:10:05 AM Signed: 9/1/2020 10:12:10 AM Freeform Signing

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	9/1/2020 10:09:25 AM
Certified Delivered	Security Checked	9/1/2020 10:10:05 AM
Signing Complete	Security Checked	9/1/2020 10:12:10 AM
Completed	Security Checked	9/1/2020 10:12:10 AM

Payment Events

Status

Timestamps