

## 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/Office of Learning Systems/ ESEA Federal Programs		
Department Contract Administrator or Grant Coordinator:		Janette Kirk/Emily Doughty/Shelly Chasse-Johndro		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$152,250	Advantage CT / RQS #:	20200828*0743	
CONTRACT	Proposed Start Date:	9/15/2020	Proposed End Date:	12/31/2021
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 Center for Education on the Economy 221 K. Street, NW, Suite 700, Washington, D.C. 20037		
Brief Description of Goods/Services/Grant:		The Provider is responsible for providing support to implement the National Institute for School Leadership's (NISL) 24-day Executive Development Program (EDP) and for facilitating 6-day Facilitator Institute (FI) for up to 25 educators within the state of Maine.		

### 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
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	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

### 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.**

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## PART III: SUPPLEMENTAL INFORMATION

Currently, Maine DOE does not provide comprehensive executive leadership training to Maine educators. There are no current public resources that address this specific need. Today, Maine school and district leaders are expected to be effective managers and instructional leaders. The NISL training is available at a significant reduction of cost to Maine educators. The successful completion of the coursework may be accepted by the University of Maine at Orono for course credit toward a M.Ed. and/or PhD.

This need has been expressed by former Focus and Priority school and district leaders and research completed by Gordon Donaldson and George Marnik.

THE MAINE PRINCIPAL STUDY Change and Stability in School Leadership: 1997 – 2011 (Gordon Donaldson and George Marnik)

Donaldson and Marnik developed a survey for school administrators, almost identical to surveys given in 1997, 2001, and 2005. . Of the 718 notices about the survey emailed to MPA members, 479 were returned and were usable in the final study, a response rate of 67%.

In comparison to 1997, 2001, and 2005, the typical Maine principal:

- is slightly younger and has two years' less experience in administration; is supervising a larger school (enrolling 69 more students for an average size of 407) and a significantly larger staff (53) than before
- Principals' activity patterns continue to be characterized by many diverse tasks. They are most engaged in "student management" and "personnel management" activities; they devote least time to "instructional leadership" and "resource management" activities.

Tenure:

In 2011, 49% had less than 5 years' tenure in their current jobs and 23% had fewer than 2 years.

Contributors to Success:

Principals were asked to assess the degree to which a variety of activities and experiences contributed to their success as a principal. Their "experience as a teacher", "graduate training in educational leadership" and "attending professional development conferences and seminars" rated the highest (mean scores indicate that these contribute "substantially" or "a great deal" to their success).

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

Studies conducted by both the RAND Corporation and George W. Bush Institute aimed to identify ESSA eligible programs, and NISL is the only one to appear in both as having the necessary research rigor and evidence of positively impacting student results (2) NISL is the only Professional Development to have that dual designation (study rigor and positive student results) in the Bush report and (3) NISL is the only organization to appear in the Professional Learning category of the RAND study to have that dual designation (others appear under separate designations).

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

Maine has completed cohort 1 of the Maine Leadership program and is moving to a train the trainer model. For cohort 2, costs and payment to the vendor are significantly reduced as Maine trained facilitators will be utilized to train the next cohort for the 24 sessions. Associated costs are for course materials per participant. Additionally, the provider will be utilized to implement 6 Facilitator institute sessions at the conclusion of the Leadership Development Program. Extensive research and development regarding the EDP model have been completed with \$14 million dollars invested by the vendor to complete this work. A cost of the contract is deemed fair and reasonable due to the quality of the materials provided, high quality/caliber of professional learning related to the level of academic content.


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## PART III: SUPPLEMENTAL INFORMATION

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

When Maine identifies the second cohort of Tier III (Comprehensive Support and Intervention - CSI) schools, the Maine DOE will provide competition for these goods for vendors that are approved as "evidence-based" and are able to provide a national executive leadership program for Maine educators. At this time, there are no approved "evidence-based" vendors that could provide a similar course at this cost.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel Chuhta	<b>Date:</b>	9/2/2020
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>		<b>Date:</b>	


## Certificate Of Completion

Envelope Id: 1FEF8251216D4BBAB66294E6E8A56FC0	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
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: 64.207.219.7

## Record Tracking

Status: Original 9/2/2020 10:34:24 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: 9/2/2020 10:34:26 AM Viewed: 9/2/2020 10:34:48 AM Signed: 9/2/2020 10:36:12 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	9/2/2020 10:34:26 AM
Certified Delivered	Security Checked	9/2/2020 10:34:48 AM
Signing Complete	Security Checked	9/2/2020 10:36:12 AM
Completed	Security Checked	9/2/2020 10:36:12 AM

## Payment Events

Status

Timestamps