

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:		Department of Education		
Department Contract Administrator or Grant Coordinator:		Jean Zimmerman		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 18,000	Advantage CT / RQS #:	20210812*0342	
CONTRACT	Proposed Start Date:	9/15/2021	Proposed End Date:	7/31/2022
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:		Pan Atlantic Research Portland, ME		
Brief Description of Goods/Services/Grant:		Prepare, administer and send data files to national contractor		

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
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

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.

The Provider will prepare, administer and send data files to national contractor. School Health Profiles is an electronic survey of all Maine grade 6-12 principals and lead health teachers done every even year.

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PART III: SUPPLEMENTAL INFORMATION

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

Delivery of the 2020 School Health Profile was delayed until November of 2020 due to the Pandemic. Pan Atlantic was the vendor for the 2020 survey. Due to the close proximity of the 2022 SHP (January, 2022) getting weighted data again will be challenging. Additionally delivery of the 2021 Maine Integrated Youth Survey was delayed until October 2021 (Pan Atlantic is also the vendor for that survey). Pan Atlantic has built strong relationships with Maine schools which will be tremendously helpful in getting weighted data for both surveys

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

The cost of the survey has remained the same for the past two cycles

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

There will be a RFP for delivery of the 2023 Maine Integrate Youth Health Survey. The 2024 School Health Profile will be added to that RFP

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

Daniel A. Chuhta

Date:

8/20/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:



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Printed Name:	William J.E. Allen	Date:	9/7/2021
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NOI 0920210707 09/08/2021 - 09/14/2021