

## 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 (DOE), Learning Systems & Special Services		
Department Contract Administrator or Grant Coordinator:	Dawn Kliphan, Contract/Grant Specialist Janette Kirk, Chief of Learning Systems		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$46,000.00	Advantage CT / RQS #:	20150519*3860
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/15	Effective Date:
	Previous End Date:	12/30/24	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	GEM School Software, 202 Alfred Road, PO Box 623, West Kennebunk, ME 04094		
Brief Description of Goods/Services/Grant:	GEM will extend services to the DOE for the IDEA and 21 <sup>st</sup> Century grant management modules and add an additional grant module for the ARP-HCY grant.		

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>X</b>	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	<b>X</b>	L. Other Authorization: COVID

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:

## State of Maine Procurement Justification Form

### 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.

GEM will extend all grant management services for the FY21 IDEA grants through 12/30/22 and extend all grant management services for the 21<sup>st</sup> Century grants through August 31, 2022.

These services are necessary during the DOE's transition to the new grant management system that is still under development.

GEM will also add a new module to the grant management system for administration of the American Rescue Plan Homeless Children and Youth (ARP-HCY) grants.

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

Amendment

This amendment will continue grant management services during the DOE's transition to a new grant management system with a new provider.

Single Source/Unique

GEM has the unique and specialized knowledge and skills required to continue this work because they created and shaped the grant management system specifically to house and administer the Maine DOE's federal grants. DOE has used the GEM grant management system for more than a decade and is now migrating data housed in the GEM system to a new grant management system.

Other: COVID

The U.S Department of Education (US ED) awarded additional American Rescue Plan Homeless Children and Youth (ARP-HCY) grants to Maine in response to the Covid pandemic.



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

Services are similar and the costs are lower or no greater than previous grant module expenses.

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

DOE issued an RFP for grant management services and awarded the contract to another organization for future grants. That grant management system is still under development.

### 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 A. Chuhta, Deputy Commissioner	<b>Date:</b>	8/31/2021
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>	Joseph Zrioka	<b>Date:</b>	9/15/2021