

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 – Special Services	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 16,726.68	Advantage CT / RQS #:	RQS# 20210914*0266
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		SWIVL 1450 El Camino Real Menlo Park, CA 94025	
Brief Description of Goods/Services/Grant:		Swivl CX3 kits to aid in observation of a small group of students.	

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	L. Other Authorization – Funding for these devices needs to be obligated by 09/30/21

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 18 Swivl CX3 kits will be used by the Math4ME team for observing small groups of students in trainings, etc.

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PART III: SUPPLEMENTAL INFORMATION

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

Apple is the preferred student instruction device and Swivl is compatible, a quote was obtained from Swivl as a measure to gain information to the cost of the needed devices.


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

The vendor provided a quote for Swivl products, which the department deemed fair and reasonable.

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

The Department of Education is willing to accept goods and services from any willing and qualified vendor.

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:	Daniel A. Chuhta	Date:	9/15/2021
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i>		
Printed Name:	Joseph Zrioka	Date:	9/17/2021


Certificate Of Completion

Envelope Id: AF0851C3AC72469D900EB3906EFE7637	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.8
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 9/15/2021 2:58:05 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 9/15/2021 2:58:07 PM Viewed: 9/15/2021 2:58:44 PM Signed: 9/15/2021 2:59:01 PM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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Envelope Sent	Hashed/Encrypted	9/15/2021 2:58:07 PM
Certified Delivered	Security Checked	9/15/2021 2:58:44 PM
Signing Complete	Security Checked	9/15/2021 2:59:01 PM
Completed	Security Checked	9/15/2021 2:59:01 PM

Payment Events**Status****Timestamps**