

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:		Dept. of Education / Office of Innovation / RREV Grant			
Department Contract Administrator or Grant Coordinator:		Beth Lamber / Elaine Bartley			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 16,617.50	Advantage CT / RQS #:		20220614000000003365
CONTRACT	Proposed Start Date:	7/1/22	Proposed End Date:	6/30/23	
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:		Maine Environmental Education Association – Brunswick, Maine			
Brief Description of Goods/Services/Grant:		RREV Coach to support Pilot Implementation Teams receiving the Awarded Contracts			

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.**

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PART III: SUPPLEMENTAL INFORMATION

As part of a grant (RREV) the Department received last year from US DOE, the Department is to enter into contracts with education individuals specifically to work with/coach the pilot implementation (teams of educators) at schools recently awarded funding. This contract is to cover the cost of hiring these coaches to support the implementation of the awarded pilots. These coaches will assist implementation teams through a variety of regular services including: regular meetings, provide innovation PD as needed, work with school leaders and community partners to promote collaboration between and among all award receivers, facilitate and monitor all online collaboration/discussion, evaluate and advise on the progress of pilot implementations, and provide guidance regarding implementation data gathering.

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

Maine Environmental Education Association has personnel with specific skills and expertise in areas that the RREV project is seeking support in – outdoor education, online learning, multiple and flexible pathways to learning, extended learning opportunities, and instructional coaching. In addition, some MEEA personnel have had direct involvement in IMPD work. This involvement was part of the original request in the grant narrative.



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

The negotiated costs for this contract were outlined in the original grant narrative and are to be determined based on “buying out” part of the contracted coach’s contract with their current employer.

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

The Department will review all options if it considers adding additional coaches to ensure that it aligns with the requirements of the grant and follows the laws and rules of the state.

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:	7/18/2022
Signature of DAFS Procurement Official:			
Printed Name:	Michelle Fournier	Date:	8/30/2022

Certificate Of Completion

Envelope Id: BE94BC2C68464D79969A872327AEA89A	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
Envelopeld Stamping: Disabled	IP Address: 64.207.219.73
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 7/18/2022 11:15:35 AM	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: 7/18/2022 11:15:35 AM Viewed: 7/18/2022 11:16:17 AM Signed: 7/18/2022 11:17:04 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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	7/18/2022 11:15:35 AM
Certified Delivered	Security Checked	7/18/2022 11:16:17 AM
Signing Complete	Security Checked	7/18/2022 11:17:04 AM
Completed	Security Checked	7/18/2022 11:17:04 AM

Payment Events

Status

Timestamps