

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:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Amy L. Allen, Operations Director	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$45,000 (360 hours @ \$125 per hour) New CT amount is \$88,750	Advantage CT / RQS #:	20210608*3633
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:		Joseph Drago Consulting (VC0000227856) Bath, Maine	
Brief Description of Goods/Services/Grant:		To assist the Maine Charter School Commission and staff in their administration, oversight and management efforts especially as related to financial performance and sustainability of existing and proposed charter schools and to recommend possible improvements in the Commission's work.	

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
X	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:

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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.

The Provider will work with Commission staff to conduct site visits, participate on review teams and assist in the writing of reports to complete monitoring and oversight tasks of the Maine Charter School Commission.

August 2022: The Maine Charter School Commission approved the extension of Mr. Drago's contract through June 30, 2023.

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

The determination was made based on the uniqueness of the Commission's authorized schools and Mr. Drago's diverse background with both charter schools and non-profit organizations. The Commission employs its staff to carry out duties of authorizing and oversight of state-wide charter schools.

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

The negotiated fees have been deemed fair and reasonable based on research within the Department of Education and based on its other current contracts. The negotiated fees are consistent with the Department's contract personnel.

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

Because of the uniqueness of the Commission and its work, we don't foresee future competition as a likely scenario.

PART IV: APPROVALS

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

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

Amy L. Allen

Printed Name:

Amy L. Allen

Date:

August 15, 2022

**Signature of DAFS
Procurement Official:**

DocuSigned by:

Kathy Paquette

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**State of Maine
Procurement Justification Form**

Printed Name:	Kathy Paquette	Date:	9/2/2022
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