



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (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)	\$11,400.00	Advantage CT / RQS #:	20220817*0506
CONTRACT	Proposed Start Date:	9/1/2022	Proposed End Date: 6/30/2023
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:	The Institute for Excellence in Education (VC0000221483) d/b/a National Charter Schools Institute Mt. Pleasant, MI		
Brief Description of Goods/Services/Grant:	Board development for board members during the 2022-23 school year.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

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.

Supporting the professional development of the school boards of the Maine Charter Schools is a strategic priority of the Maine Charter School Commission. The Commission believes that board development is a key lever to support the boards to manage the schools at a high level of quality. The National Charter Schools Institute (NCSI) is a national expert in charter school board development. In SY 2021-2022 the Charter School Commission collaborated with NCSI to build eight online board training modules.

We plan to partner with NCSI during SY 2022-2023 to plan and facilitate quarterly board development convenings. Experts from NCSI will travel to Maine to facilitate the board trainings four times over the course of the year.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The National Charter Schools Institute (NCSI) is a national expert in charter school board development. They offer a range of support services to develop policymakers, authorizers, and school operators. We partnered with NCSI in SY 2021-2022 to build eight online school board professional development modules. Maine Charter School board members piloted the modules last year and this year are required to take them contractually as outlined in the Maine Charter School Performance Framework.

To expand school board member development, we would like NCSI to support the Charter School Commission to plan and facilitate four in-person and virtual board member development convenings this year.

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

NCSI is charging the Maine Charter School Commission \$11,400 to plan and facilitate four half or full day school board convenings. The amount of planning and hours of facilitation involved are substantial. NCSI developed the online board training modules at no cost to us as a pilot and the quality of their work has been excellent.

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

NCSI will build the capacity of the Maine Charter School board members this year through the quarterly convenings. At this time, there is no concrete plan for additional services in the future, though there may be opportunity to continue to partner in the future given NCSI's broad range of charter expertise.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Amy L. Allen</i>		
Typed Name:	Amy L. Allen, Operations Director	Date:	9-13-22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Thomas Paquette</i>		
Typed Name:	<small>249502C7B71A49A...</small> Thomas Paquette	Date:	9/15/2022