



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:		Education	
Department Contract Administrator or Grant Coordinator:		Cheryl Lang	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 58,000	Advantage CT #: 20220815*0477
CONTRACT	Proposed Start Date:	9/1/2022	Proposed End Date: 8/31/2023
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 Hunt Institute, Cary NC	
Brief Description of Goods/Services/Grant:		Professional Development for Educators	

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.

The Maine Department of Education planned the 2022 Maine Educator Summit to support educator resilience, responsiveness, and a renewed approach to education. Taking place over two days, the Summit features sessions across a range of topics to equip educators, including teachers, principals, and district leaders, to meet student's needs during the 2022-23 school year. Additionally, the Department is exploring additional opportunities for engagement to support educators throughout the school year.

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

The Hunt Institute is well known for working with states to provide research- and evidence-based guidance in how to best support educators from policymaking decisions to professional development learning opportunities. They have 20 years of experience in facilitating learning and networking opportunities for education leaders, The Hunt Institute is well-positioned to support Commissioner Pender Makin and the Maine Department of Education in designing and executing sessions to strengthen and support the educator workforce in Maine. The Hunt Institutes style of first hosting "listening sessions" in order to determine key takeaways that will then guide the creation of the goals and action steps for the remainder of the work is unique in that it offers a personal edge to the work they do. In addition, the Hunt Institute also creates a timeline that may, to some, see lengthy. However, strategic planning and implementation for sustainability takes a timeline that spans two to three years.

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

The proposal they have provided outlines every step of the work and timeline that they will be involved in, which is very reasonable and necessary. The cost that has been outlined in the proposal has a breakdown of approximately \$1,000. Per session (10 sessions), which includes planning, facilitating, and utilizing data to derive feedback from the meetings to make intentional decisions for Phase 2. Phase 2 includes a two-day convening after 7 sessions for the total cost of \$48,000. We just held our own day and a half Educator Summit, and the cost of the event (as well as the internal capacity of work time of several MDOE employees) was approximately \$325,000.

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

The Department will utilize this service for the upcoming year. If the Department needs these services in the future, the Department will review all procurement options and market availability. If there is more than one potential provider, the Department will pursue the competitive process.

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



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):			
Typed Name:	Daniel A. Chuhta	Date:	8/29/2022
Signature of DAFS Procurement Official:	 <small>DocuSigned by: 066BBD96EE5347F...</small>		
Typed Name:	Michelle Fournier	Date:	9/22/2022


Certificate Of Completion

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Subject: Please DocuSign This Document	
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Document Pages: 3	Signatures: 1
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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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: 8/29/2022 3:12:49 PM Viewed: 8/29/2022 3:13:05 PM Signed: 8/29/2022 3:14:21 PM Freeform Signing
	
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