



## 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)	\$ 9,800.00	Advantage CT / RQS #:	20220913*0790
CONTRACT	Proposed Start Date:	9/30/2022	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:	Authorizer development and training for 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.	
The Maine Charter School Commission is onboarding 3 new members (out of 7 total). 2 of the 4 other members are recent appointees. In order to effectively complete its duties, training sessions provide by the National Charter Schools Institute are being arranged.	
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 coaches and consults with authorizers around the country. They will help the Maine Charter School Commission to develop the policies and practices needed to charter, oversee, support and hold accountable a portfolio of quality schools.	
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
The cost includes in person and remote meetings, as well as tools and resources need by the Maine Charter School Commission to effectively do its duties.	
4. Describe the plan for future competition for the goods or services.	
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 Allen</i>		
Typed Name:	Amy Allen, Operations Director	Date:	9-21-22

Signature of DAFS Procurement Official:	DocuSigned by: <i>Thomas Paquette</i>		
Typed Name:	249502C7B71A49A... Thomas Paquette	Date:	9/23/2022