



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

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, Office of Federal Programs, Assessment	
Department Contract Administrator or Grant Coordinator:		Jodi Bossio-Smith	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 320,000	Advantage CT / RQS #: 20210105*1979
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/8/2021	Effective Date:
	Previous End Date:	9/30/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		New Meridian Corporation Austin, TX	
Brief Description of Goods/Services/Grant:		This amendment adds in assessment report generation for general science assessment.	

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 checked="" 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.

This amendment will add assessment report generation to the scope of work. The assessment reports will provide educators and families with the necessary data and information regarding student performance on the assessment. The vendor will be working with a new subcontractor to complete this work. This amendment makes the assessment similar to other assessment companies which include this service as part of the contract.

The Elementary and Secondary Education Act (ESEA) as amended by the Every Student Succeeds Act of 2015 (ESSA) states to assess students at least three times in science, once in 3-5, once in grade 6-9, and once in grades 9 -12.

Beginning in the 2020-21 school year, all science assessment test items must be aligned to the Next Generation Science Standards (NGSS), adopted by Maine in 2019. While Maine did not adopt the assessment boundaries, the Department still plans to adhere to them. Descriptors related to the standards and performance expectations used by content specialists and item developers to guide the development of items that appropriately reflect the depth and breadth of knowledge intended by the standards are found in Rule Chapter 132 (Maine Science Standards/NGSS).

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

The vendor was selected for the original assessment contract as part of RFP# 202006100. As the holder of the assessment contract, it makes them uniquely qualified to undertake and oversee this work. In the other assessment contracts that Department has, this work has historically been included. This amendment will make this contract consistent with those.

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

The vendor has solicited information and potential costs from their existing subcontractor in addition to the proposed costs that have been accepted by the Maine DOE by a new subcontractor. The proposed costs of \$175,000 have been evaluated by the Maine DOE Education Data Manager and deemed to be reasonable and align with anticipated costs for services such as these.

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

Upon conclusion of the initial and optional contract terms as outlined within RFP# 202006100, the Department will pursue additional opportunities for future competition for an assessment, which will include reporting.


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 Chuhta, Deputy Commissioner	Date:	7/18/2023
Signature of DAFS Procurement Official:	A DocuSigned signature block for Joseph Zrioka, showing a handwritten signature and a blue DocuSigned logo with the text "DocuSigned by: Joseph Zrioka EA813178102243C..."		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	7/24/2023


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Subject: Please DocuSign This Document	
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Document Pages: 3	Signatures: 1
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Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 98.159.214.241	Sent: 7/18/2023 9:36:07 AM Viewed: 7/18/2023 9:36:22 AM Signed: 7/18/2023 9:36:37 AM Freeform Signing

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Source Envelope:	
Document Pages: 4	Signatures: 1
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Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 76.28.45.11

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7/24/2023 9:23:55 PM	joseph.a.zrioka@maine.gov	
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Katherine Warren
katherine.warren@maine.gov
Education Data Systems Manager
Security Level: Email, Account Authentication (None)
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olivia.schafer@maine.gov
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 itprocurement@maine.gov
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Completed	Security Checked	7/24/2023 9:27:55 PM

Payment Events**Status****Timestamps****Electronic Record and Signature Disclosure**

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