



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
Table with 4 columns and 10 rows containing procurement details such as Department Office/Division/Program, Amount (\$25,250.00), and Vendor/Provider/Grantee Name (National Charter Schools Institute).

PART II: JUSTIFICATION FOR VENDOR SELECTION
Check the box below for the justification(s) that applies to this request. (Check all that apply.)
Table with 4 columns and 7 rows listing justification options A through L, with option C checked.

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 National Charter Schools Institute has been an incredible partner over the past several years. They have provided support through many staffing transitions and have been instrumental in launching required school board member trainings. The Commission will partner with the Institute again in FY24 and focus on the following: an authorizer self-assessment including PD, Maine charter school boards governance trainings, and the launch of a new board network.
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 works with schools, boards, and authorizers to support better outcomes for students. They believe that students succeed when there is alignment between and among these entities; that is, alignment in roles, alignment in understanding the law, and alignment in wanting the best for students, families, and the communities in which they reside. Their work with the Maine Charter School Commission and the boards of the schools it oversees is designed to strengthen their relationship with one another, distinguish their responsibilities, and align their values on school performance outcomes.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
A scope and sequence of work was developed in partnership with the Institute that fits within the Commission’s approved FY24 budget for “project-based” support.
4. Describe the plan for future competition for the goods or services.
After this year, the board development work that was started a few years ago will be complete and all the tools for successful governing and authorizing will be in place. Beyond this project, there are no future plans at this time.

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:	9-12-23

Signature of DAFS Procurement Official:	 DocuSigned by: <i>Thomas Paquette</i> 249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	9/12/2023