



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 Special Service and Inclusive Education	
Department Contract Administrator or Grant Coordinator:		Stacey Bean	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 40,000.00	Advantage CT / RQS #:	20230823*0504
CONTRACT	Proposed Start Date:	10/4/2023	Proposed End Date: 10/4/2023
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:		Wendy Murawski DBA 2Teach Global LLC 701 Monumental Drive Williamsburg, VA 23185	
Brief Description of Goods/Services/Grant:		Conduct professional development with school, district, or state in the area of co-teaching, collaboration, inclusion, Universal Design for Learning, differentiation, and related topics.	
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.

2 Teach will coordinate national experts to attend a one day in person conference related to Inclusive Education. This will include two key note speakers and 8-10 national experts to lead break out sessions. Additionally, 2 Teach will lead three synchronous webinars providing Maine administrators and educators professional learning about the practices of co-teaching for inclusion.

Rationale: The federal Individuals with Disabilities Act (IDEA) requires that *each public agency* (SAU) must ensure that to the maximum extent appropriate, *children with disabilities*, including children in public or private institutions or other care facilities, *are educated with children who are nondisabled*; and special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs *only* if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily. §300.114

Over 20 years of research studies have consistently demonstrated that the inclusion of students with disabilities in general education classrooms results in favorable academic, social, and economic outcomes. This includes positive benefits for typical peers in classrooms who benefit from involvement and relationships with students who have disabilities in inclusive settings.

Effectively including students with disabilities in the general education classroom requires teachers and school administrators to further develop an understanding of the individual strengths and needs of the whole student.

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

Every 2 TEACH instructor uses the same materials and presentation that are research-based and field-tested to ensure consistency, engagement, high standards, and above all, a positive teacher/administrator response. All of the 2 TEACH®-led presentations, workshops, webinars, and coaching consultation are created specifically by and for 2 TEACH®. 2 TEACH is the sole source of these professional development activities and retains copyright of their content. Other presentations may be offered by "local talent" for the conference.

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

For the number of speakers, levels of expertise and travel from around the country and beyond, the rate of the conference and webinars are below what would typically be charged for their time and effort. Some national presenters at this level charge \$10,000 - \$20,000 for a single keynote and appearance and for this event we will have 2 keynote speakers and 8-10 additional keynote quality speakers in breakout sessions.

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

At this time there is not any future plans for these goods or services.

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:

8/31/2023

Signature of DAFS
Procurement Official:

DocuSigned by:



Typed Name:

Michelle Fournier
066B9D96EE5347F

Date:

9/13/2023