

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		Department of Education – Special Services		
Department Contract Administrator or Grant Coordinator:		Stacey Bean		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$30,500.00	Advantage CT / RQS #:	CT 05A 20210914*0657	
CONTRACT	Proposed Start Date:	10/01/2021	Proposed End Date:	6/30/2022
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:		Karen Robbie 11 Garrison Oaks Drive Kennebunk, Maine 04043		
Brief Description of Goods/Services/Grant:		Positive Behavior Intervention and Support training and Professional Development within a new SPDG grant.		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

PJF

Page 1 of 2

Rev. 1/29/2020

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PART III: SUPPLEMENTAL INFORMATION

PBIS is a research and evidence based multi-tiered system of support framework that benefits students, educators and school communities. The Maine Department of Education is scaling up this work across the state and to do this, additional support is necessary. Ms. Robbie will assist with content development, training and coaching that will aid in this goal.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Karen Robbie has served as the co-lead for the FEDES grant funded PBIS cohort for the past three years. She has considerable knowledge and expertise about coordinating, training and coaching for PBIS.

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

The rates are comparable to others who contract for education related services and the funding was allocated to the grantee since she has the necessary expertise with a focus on Maine schools.

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

Any future need for improvement work across the state will be discussed and then processed in accordance with State procurement policies and procedures.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

Daniel A. Chuhta

Date:

9/21/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

Michelle Fournier

Date:

10/6/2021