

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)	\$34,000.00	Advantage CT / RQS #:	20210930*0896	
CONTRACT	Proposed Start Date:	10/15/2021	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:	Jennifer Freeman 249 Mason Ter Brookline, MA 02446			
Brief Description of Goods/Services/Grant:	Build internal district capacity for PBIS implementation 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.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		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.

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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. Freeman will assist with external coaching support, 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.

Jennifer is a nationally certified PBIS trainer/coach. Jennifer is at the University of Connecticut which houses a national PBIS training and education site. Dr. Freeman has expertise in implementation and research of PBIS in high school settings. In Maine, we have struggled to recruit and maintain high school environments. Dr. Freeman will work with RSU 17, a complete district participating in the project, including their high school.


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):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Daniel A. Chuhta	Date:	10/15/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
Printed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	10/27/2021