



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) | \$ 9,000 | Advantage CT / RQS #: | 20211206*1379 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| AMENDMENT | Original Start Date: | 12/20/2021 | Effective Date: |
| | Previous End Date: | 12/30/2022 | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | Andrew Wallace dba Consulting Educators, LLC 46 Watson Street, Portland, ME 04013 | | |
| Brief Description of Goods/Services/Grant: | Educational Consulting Services – providing support and technical assistance to ME schools and SAUs in relation to the administration of assessments, integration and interfacing with ME student information systems. | | |

| 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 checked="" 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 | |
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| 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I. | Maine school districts at times, require one-to-one support related to the administration of Maine’s assessment. The assessment team and subsequent assessment coordinators are responsible for the implementation of the assessment. As a result, these individual assessment coordinators do not have the capacity to support the multiple and nuanced needs identified by Maine Schools and SAUs. The availability of a Maine educator/technology coordinator to support and reach out to Maine school and districts is of great benefit and expedites the Departments response in assisting schools. |
| 2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable. | <p>This educator, Andrew Wallace, is familiar with:</p> <ul style="list-style-type: none"> • all facets of the Maine assessment system • the required technology demands that will contribute to the successful administration of the assessment • platform specifications • challenges, hurdles and pitfalls that schools may have to overcome in order to administer the assessments • Interfacing with school student information systems • Maine’s data file & demographic file formatting. <p>All the above elements expedite the supports the Department, through Andrew Wallace, can provide to schools and SAUs in Maine, at their point of need and geographically where they are. Without this support, District Assessment Coordinators (DACs), technology directors, and assessment directors will be lacking the on the ground experienced support. Additionally, Andrew has established relationships with Maine educators, and school/SAU administrators as his everyday work in a Maine SAUs as a technology director, interfaces with a plethora of individuals and roles across the state.</p> |
| 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee. | Federal assessment funds are utilized to fund the technical assistance and support as outlined in the contract. The cost of \$90 per an hour remains unchanged from the 2020 contract and has been deemed fair and reasonable in relation to the level of expertise being provided by the vendor. Subject matter experts from large scale organizations have a much higher cost associated with the support to be provided and do not have the knowledge related to the intricate nuances of school SIS systems in relation to utilized assessment platforms. |
| 4. Describe the plan for future competition for the goods or services. | Procurement and future competition will be reviewed when applicable. |

| PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP) | |
|-----------------------------------------------------------------------------------------|--|
| Does this request utilize ARPA/MJRP funds? | |

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|-------------------------------------------------------------------------------------|
| <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): |  | | |
| Typed Name: | Daniel A. Chuhta | Date: | 9/28/2022 |
| Signature of DAFS Procurement Official: |  <small>066BBD06EE5347E...</small> | | |
| Typed Name: | Michelle Fournier | Date: | 10/13/2022 |


Certificate Of Completion

| | |
|---------------------------------------------------|---------------------------------------------------------------------|
| Envelope Id: A90F08C37080405A8962492E10480369 | Status: Completed |
| Subject: Please DocuSign This Document | |
| Source Envelope: | |
| Document Pages: 3 | Signatures: 1 |
| Certificate Pages: 1 | Initials: 0 |
| AutoNav: Enabled | Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov |
| Envelopeld Stamping: Disabled | IP Address: 162.248.186.11 |
| Time Zone: (UTC-05:00) Eastern Time (US & Canada) | |

Record Tracking

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|-------------------------------------------|-----------------------------------------------------|--------------------|
| Status: Original 9/28/2022 10:50:06 AM | Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov | Location: DocuSign |
| Security Appliance Status: Connected | Pool: StateLocal | |
| Storage Appliance Status: Connected | Pool: Maine Department of Education | Location: DocuSign |

Signer Events

| Signer Events | Signature | Timestamp |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 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: 72.231.250.95 | Sent: 9/28/2022 10:50:07 AM Viewed: 9/28/2022 10:50:33 AM Signed: 9/28/2022 10:56:47 AM Freeform Signing |

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| Envelope Sent | Hashed/Encrypted | 9/28/2022 10:50:07 AM |
| Certified Delivered | Security Checked | 9/28/2022 10:50:33 AM |
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