



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 Federal Programs		
Department Contract Administrator or Grant Coordinator:		Jodi Bossio-Smith		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 274643.50	Advantage CT / RQS #:	20240516000000003274
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date:	6/30/2025
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:		Board of Regents of the University of Wisconsin System, University of Wisconsin-Madison's Wisconsin Center for Education Research (WCER) Madison, WI		
Brief Description of Goods/Services/Grant:		English language proficiency assessment online platform, scoring, reporting, training, and professional development services		

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.

The Federal Elementary and Secondary Education Act (ESEA) requires local educational agencies (LEAs/SAUs) to provide an annual assessment of English language proficiency for all students with limited English proficiency in schools served by the State educational agency (SEA).

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

Maine has maintained membership within the WIDA consortium and utilized the ACCESS for ELLS® assessment to meet the Federal requirements under Title III of the ESEA since 2003. The Maine DOE as a WIDA Consortium Member approves and/or purchases the Core Package of WIDA Consortium educational services. This aids the state in:

- satisfying the state and local educational agency requirements of Title I and Title III of the ESEA;
- building and enhancing Maine DOE’s capacity to assist English Learners obtain academic standards and English language proficiency
- determine annual growth towards and attainment of English language proficiency to meet accountability requirements.

Changing to another vendor would incur additional costs for an external contractor to perform an independent alignment and crosswalk study in addition to any further costs regarding the implementation of the assessment in general and subsequent training for assessment administrators.

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

Maine completed a cost analysis of membership to the WIDA consortium in 2002 and has reviewed this analysis in recent years to ensure the costs are fair and reasonable with other known and accepted computer based English language proficiency assessments. Additionally, the WIDA ACCESS for ELLs ® assessment is aligned to Maine’s English language development standards and correspond to Maine’s academic standards.

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

Maine is one of thirty-six (36) member states within the WIDA Consortium. A current Memorandum of Understanding (MOU) is in effect through the 2024 assessment administration cycle. Participation in the WIDA consortium continues to provide the greatest cost benefit to Maine at this time. Maine will continue to complete periodic cost analyses of other English language proficiency assessments that are aligned with Maine’s English language development standards and ensures compliance with all federal regulations under Titles I and III.


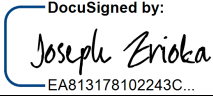
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/>	Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/>	Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/>	No – If No, proceed to Part V.

**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?	
<input checked="" type="checkbox"/>	Yes, the requesting Department understands and acknowledges <a href="#">MRS Title 5, §18-A, 2.</a>

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.			
Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	8/6/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka     Director of IT Procurement	Date:	10/4/2024

**Certificate Of Completion**

Envelope Id: 9D0037A0F6E245559865A4A62E67AB2A	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 43	Signatures: 3
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 8/6/2024 9:19:34 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**

Daniel A. Chuhta  
Daniel.Chuhta@maine.gov  
Deputy Commissioner  
Maine Department of Education  
Security Level: Email, Account Authentication (None)

**Signature**

Signature Adoption: Drawn on Device  
Using IP Address: 169.244.176.218

**Timestamp**

Sent: 8/6/2024 9:19:36 AM  
Viewed: 8/6/2024 9:19:53 AM  
Signed: 8/6/2024 9:23:08 AM  
Freeform Signing

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

**In Person Signer Events**

**Signature**

**Timestamp**

**Editor Delivery Events**

**Status**

**Timestamp**

**Agent Delivery Events**

**Status**

**Timestamp**

**Intermediary Delivery Events**

**Status**

**Timestamp**

**Certified Delivery Events**

**Status**

**Timestamp**

**Carbon Copy Events**

**Status**

**Timestamp**

**Witness Events**

**Signature**

**Timestamp**

**Notary Events**

**Signature**

**Timestamp**

**Envelope Summary Events**

**Status**

**Timestamps**

Envelope Sent	Hashed/Encrypted	8/6/2024 9:19:36 AM
Certified Delivered	Security Checked	8/6/2024 9:19:53 AM
Signing Complete	Security Checked	8/6/2024 9:23:08 AM
Completed	Security Checked	8/6/2024 9:23:08 AM

**Payment Events**

**Status**

**Timestamps**