

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:		Education		
Department Contract Administrator or Grant Coordinator:		Page Nichols		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 400,000.00	Advantage CT / RQS #:	20210712*0059	
CONTRACT	Proposed Start Date:	09/30/2021	Proposed End Date:	07/31/2023
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:		Portland Webworks 5 Milk St. Portland, ME 04101		
Brief Description of Goods/Services/Grant:		Website development for Maine DOE's MOOSE Platform		

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.

In May 2020, MDOE's Office of Innovation was directed to develop a resource that would allow learning continue for students in Maine in grades PK-12 regardless of the school disruptions caused by the Covid-19 pandemic. With a September 1, 2020 deadline to launch the resource, MOOSE (Maine's Online Opportunities for Sustained Education), the Office of Innovation contracted with a local web developer to develop a platform for learning resources. After eight months of working with the developer, the contract was ended before the platform was completed.

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PART III: SUPPLEMENTAL INFORMATION

In its unfinished state, the MOOSE platform is in immediate need of a web developer to finish the initial development as MOOSE continues to expand as a high-quality resource for Maine students and teachers and regardless of remote, hybrid, or in-person status it can be accessed by all and aims to foster interdisciplinary, project-based learning.

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

Portland Webworks, the selected vendor has the ability to work within the Office of Innovation's necessary timeline. Their team has the skills, expertise, demonstrated effectiveness, and availability to do what is needed to complete the initial development of MOOSE. Additionally, Portland Webworks is well-versed in the content management tool that MOOSE is built within and will require minimal onboarding to pick up where the previous vendor left off. Furthermore, Portland Webworks is currently working in a subcontractor capacity on another Office of Innovation initiative, so they are familiar with Office of Innovation staff, processes, and philosophies.


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

Costs are comparable to per hour rates of other website developers based on research. CARES Act Funding is supporting MOOSE.

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

MDOE will go out to bid once the platform has been developed and enhanced to make up for time lost with the previous vendor.

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:	10/28/2021
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i> <small>EA813178102243C...</small>		
Printed Name:	Joseph Zrioka	Date:	11/4/2021

Certificate Of Completion

Envelope Id: 1D4450CD427F427D98DDF80FCCDD0AD5

Status: Completed

Subject: Please DocuSign This Document

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Document Pages: 29

Signatures: 2

Envelope Originator:

Certificate Pages: 1

Initials: 0

Daniel A. Chuhta

AutoNav: Enabled

Daniel.Chuhta@maine.gov

Enveloped Stamping: Disabled

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10/28/2021 4:02:07 PM

Daniel.Chuhta@maine.gov

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Pool: Maine Department of Education

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Daniel A. Chuhta



Sent: 10/28/2021 4:02:09 PM

Daniel.Chuhta@maine.gov

Viewed: 10/28/2021 4:02:17 PM

Deputy Commissioner

Signed: 10/28/2021 4:03:10 PM

Maine Department of Education

Freeform Signing

Security Level: Email, Account Authentication
(None)

Signature Adoption: Uploaded Signature Image

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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**

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