

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:	Office of School and Student Supports, Maine Department of Education			
Department Contract Administrator or Grant Coordinator:	Amelia Lyons, McKinney Vento Homeless Education Consultant			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 36,000	Advantage CT / RQS #:	20211012*1007	
CONTRACT	Proposed Start Date:	11/15/21	Proposed End Date:	8/30/24
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:	Susan Lieberman, Count ME In, 482 Congress Street, Suite 303 Portland, ME 04101			
Brief Description of Goods/Services/Grant:	McKinney-Vento Implementation through American Rescue Plan – Homeless Children and Youth, State Reservation			

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.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

The services to be provided under this contract are to support the coordination of the regional meetings for McKinney-Vento liaisons and monthly meetings of contractors. This will include coordinating the identification, outreach, and provision of wraparound services, and professional development. This provider will also assist the Maine Department of Education with coordinating a professional development project to Local Education Agencies throughout the state regarding their unique expertise in the field of serving people experiencing homelessness.

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

Susan Lieberman at Count ME In is uniquely qualified to provide these services statewide because she is already a known and respected coordinator for regional meetings for educators.

Regional Network Meetings-Continuing the Conversation:

Program: The 2.5-hour regional meetings have been offered in fall and spring in five locations: Augusta, Bangor, Machias, Portland and Presque Isle.

Opportunity: The Regional Network Meetings provide an opportunity to “continue the conversation” begun in previous professional development. Participants learn from experts in the field, share resources with others in the region, and brainstorm solutions to the challenges they face in their schools.

The collaborative work of the Regional Network Meetings supplements and enhances the work that most school staff do in isolation to address challenging issues for students who have multiple needs. These regional conversations facilitate partnerships among school districts, State agencies and community agencies to help address systemic barriers. By recognizing the interconnectedness of the different program areas and agencies, these meetings support a critical need in the community by providing cost effective and coordinated professional development and resources.

The Regional Network Meetings, planned and facilitated in coordination with Maine DOE staff, ensure that the topics reflect community needs and align with Maine DOE goals and expectations.

Purpose: Regional meetings occur 2 times a year and provide an opportunity for staff from schools, state agencies, community agencies, parent, and youth organizations to:

- hear updates on federal and state legislation and policies, new programs
- brainstorm solutions to challenges participants confront in their daily work
- exchange information among different sectors who are working with the same population of work
- provides an opportunity for individuals from different sectors to connect and build relationships so they can better support youth and families in their schools and communities.
-

Youth are “moving between” the different sectors. This enables the different adults in their lives to be informed and connected to these different sectors.

Integrated Agenda: The regional meetings are an integrated effort among different sectors. The agenda should reflect information sharing and discussion and what the group requested from the previous meetings or discussions.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

Susan Lieberman is uniquely positioned because she is already doing this work and have been for many years. This contract will be a natural extension of their work into the schools and use their unique voice and experience to provide valuable professional development to districts.

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

This cost is fair and reasonable to support, at a minimum, 40 hours/month at a rate of \$30.00/hour for the months of September – June, each year, over three years.

CTs with CBOs	Region	Focus	9/1/21- 8/31/22	9/1/22- 8/31/23	9/1/23- 8/31/24
Susan Lieberman	Statewide	Liaison support, regional meetings	12,000	12,000	12,000

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

This funding is only available through 2024 and is a one time payment of the American Rescue Plan. If additional funds are made available by the US Department of Education at a later date, then plans will be made on how to approach future competition for the services.

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:

11/2/2021

**Signature of DAFS
Procurement Official:**

Kathy Paquette

Printed Name:

41C2BA36FAF44CD...
Kathy Paquette

Date:

11/18/2021