

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:		Maine Charter School Commission			
Department Contract Administrator or Grant Coordinator:		Amy L. Allen			
(If applicable) Department Reference #:		N/A			
Amount: (Contract/Amendment/Grant)		\$ 15,575.00	Advantage CT / RQS #:	2021111*1193	
CONTRACT	Proposed Start Date:	November 15, 2021	Proposed End Date:	October 31, 2022	
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:		The Institute for Excellence in Education (VC0000221483) d/b/a National Charter Schools Institute Mt. Pleasant, Michigan			
Brief Description of Goods/Services/Grant:		Governing Board Development Training Modules			

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:

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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 Maine Charter School Commission wishes to partner with the National Charter Schools Institute for Charter School Governing Board Training. As experts in Charter School leadership, the Institute is able to provide custom trainings for charter school boards in Maine.

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

As charter school boards are unique non profit public school boards, support needs to come from experts in this area. The National Charter Schools Institute is a nationally recognized organization with the capacity to increase charter school governing board capacity in Maine.

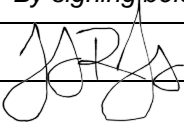
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

A scope and sequence of curriculum was developed by the Commission staff and presented to the Institute to determine the benefits to the partnership and the cost effectiveness.

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

Beyond this project, there are no future plans.

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:	Jeremy R. Jones	Date:	November 10, 2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
Printed Name:	<small>41C2BA36FAF44CD...</small> Kathy Paquette	Date:	11/18/2021