



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.

Table with 2 main sections: PART I: OVERVIEW and PART II: JUSTIFICATION FOR VENDOR SELECTION. Includes fields for Department Office, Amount (\$7,500.00), Vendor Name (Venn Education, LLC), and justification options (A-L).

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.

In the fall of 2022, the Maine Charter School Commission voted to non-renew Harpswell Coastal Academy’s (HCA) charter contract. That non-renewal vote triggered a formal Closure Plan that ensured that the school would continue its educational programming while taking the necessary steps to formally dissolve the school and board operations at the conclusion of the 2022-23 school year. Despite the closure of the school on 6/30/23, there are still a handful of items that need to be resolved – i.e., closing of the books and the return of funds to the state, and the FY23 financial audit. We anticipate that all outstanding items will be taken care of by December 31, 2023.

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

At the time of the non-renewal vote, the Charter School Commission had a contract in place with the National Association of Charter School Authorizers (NACSA) which included support and expertise with the closure of HCA. NACSA assigned David Hartman (Venn Education) as the point person on this project and his services were paid through NACSA. That “pass through” support ended on 6/30/23. Because Mr. Hartman has been intimately involved with the closure since October 2022, it is logical for the same vendor to see the closure through to the end.

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

The Commission approved an internal budget in May 2023 that includes \$65,000 for “Project-Based Support”. The expertise needed to oversee the formal closure of Harpswell Coastal Academy is included in that line item.

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

As the closure of Harpswell Coastal Academy was the first public charter school closure in the state of Maine, the Commission looked to national leaders who had the expertise with school closure to drive the process from beginning to end. It is hard to say at this time if there will ever be another closure, but the current health of the public charter school portfolio would indicate that another would not be imminent.

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

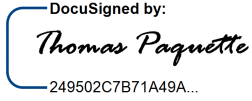
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	<i>Amy Allen</i>		
Typed Name:	Amy L. Allen, Operations Director	Date:	11-2-23
Signature of DAFS Procurement Official:	 <p>DocuSigned by: <i>Thomas Paquette</i> 249502C7B71A49A...</p>		
Typed Name:	Thomas Paquette	Date:	11/6/2023