

## 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:		Department of Education			
Department Contract Administrator or Grant Coordinator:		Emily Doughty			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 12,919.80		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	10/19/2020		Proposed End Date:	10/3/2021
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:		Sarah Woog, Machias, Maine			
Brief Description of Goods/Services/Grant:		Sarah will be supporting the facilitation of Maine's Leadership Development Program. Sarah is a NCEE certified Facilitator and this contract will cover an honorarium for planning for each session along with travel and lodging expenses.			

### 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
<b>X</b>	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.

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### PART III: SUPPLEMENTAL INFORMATION

The Department is working to deliver its Maine Learning Development Program through a blended learning model (virtual and face-to-face, if possible). This includes study, inquiry, and hands-on activities with practical applications that meet the rigorous expectations for today's educational leaders. This is a nationally researched, evidenced-based, and locally delivered program curriculum that will consist of 12 two-day units, delivered in 12 months (October 2020 to September 2021). The program curriculum focuses on improving the practice of leadership, transforming instruction and increasing student achievement in schools. These focuses create the following benefits for Maine SAUs: prepare educational leaders to lead for excellence and equity, fosters a culture of high expectations, and enhances teacher recruitment, retention, and quality.

This contract is to acquire a vendor who will deliver all 12 of the units in Maine. The DOE currently does not have the capacity to plan for and facilitate all of these units. As a result, it is necessary to bring on a qualified facilitator that has the availability, training, and skillset to lead this work. By having one lead facilitator supporting all 12 units, participants will have continuity in their learning.

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

In order to meet the needs of this service, the Department needs a vendor who has received the National Center on Education and the Economy (NCEE) training, the availability to commit to all units and planning, and the ability to meet the needs of the contract within the timeframe. The Maine DOE has partnered with the NCEE to prepare Maine's certified trainers through NISL's nationally recognized Executive Development Program (EDP).

Sarah Woog is one of only 9 trained NCEE Facilitators in the state. She also has the time and availability to meet the requirement of this contract unlike others who have limited availability given the challenges of COVID. Sarah's qualifications were reviewed by the Maine Leadership Development Program team (DOE) who determined that she is qualified to provide the needed services.

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


The grantee will be receiving an honorarium of \$700 for each Unit that she facilitates. This rate was based on the current rate that Maine's School Improvement Coaches earn. A total of 12 units will be delivered resulting in a cost of \$8,400. Funds will also be allotted travel, meals, and lodging. The state rate was used when calculating these costs. A maximum of 9 units will take place in person for a total of 4519.80. The grand total is \$12,919.80.

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

The Department is reviewing options for bringing on a facilitator for the third cohort. For any additional cohorts, DOE will be reviewing potential facilitators who are willing and qualified to fit the Department's needs and looking at our options to procure these services.

### PART IV: APPROVALS

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<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Daniel A. Chuhta	<b>Date:</b>	12/2/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>David Morris</i> <small>2A644AF5681E482</small>		
<b>Printed Name:</b>	David Morris	<b>Date:</b>	12/9/2020