

## 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/Office of Learning Systems/Assessment			
Department Contract Administrator or Grant Coordinator:		Matthew S. Vaughan			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 9,000	Advantage CT / RQS #:	20211206*1379		
CONTRACT	Proposed Start Date:	12/20/2021	Proposed End Date:	12/30/2022	
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:		Andrew Wallace dba Consulting Educators 46 Watson Street Portland, ME 04103			
Brief Description of Goods/Services/Grant:		Educational Consulting Services – providing support and technical assistance to ME schools and districts in relation to the administration of assessments, integration and interfacing with ME student information systems.			

### 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

Maine school districts at times, require one-to-one support related to the administration of Maine's assessment. The assessment team and subsequent assessment coordinators are responsible for the implementation of the assessment. As a result, these individual assessment coordinators do not have the capacity to support the multiple and nuanced needs identified by Maine Schools and Districts. The availability of a Maine educator/technology coordinator to support and reach out to Maine school and districts is of great benefit and expedites the Departments response in assisting schools.

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

This educator, Andrew Wallace, is familiar with:

- all facets of the Maine assessment system;
- the required technology demands that will contribute to the successful administration of the assessment;
- platform specifications;
- challenges, hurdles and pitfalls that schools may have to overcome in order to administer the assessments;
- Interfacing with school student information systems;
- Maine's data file & demographic file formatting.

All of the above elements expedite the supports the Department, through Andrew Wallace, is able to provide to schools and districts in Maine, at their point of need and geographically where they are. Without this support, District Assessment Coordinators (DACs), technology directors, and assessment directors will be lacking the on the ground experienced support. Additionally, Andrew has established relationships with Maine educators, and school/district administrators as his everyday work in a Maine school district as a technology director, interfaces with a plethora of individuals and roles across the state.


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

Federal assessment funds are utilized to fund the technical assistance and support as outlined in the contract. The cost of \$90 per an hour remains unchanged from the 2020 contract and has been deemed fair and reasonable in relation to the level of expertise being provided by the vendor. Subject matter experts from large scale organizations have a much higher cost associated with the support to be provided and do not have the knowledge related to the intricate nuances of school SIS systems in relation to utilized assessment platforms.

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

Procurement and future competition will be reviewed when applicable.

### PART IV: APPROVALS

<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 Chuhta, Deputy Commissioner	<b>Date:</b>	12/7/2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Michelle Fournier</i>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	12/9/2021

**Certificate Of Completion**

Envelope Id: DA4FDD692A804D06B78835304305158C	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.136
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

**Record Tracking**

Status: Original 12/7/2021 10:56:58 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 12/7/2021 10:56:59 AM Viewed: 12/7/2021 10:57:20 AM Signed: 12/7/2021 10:57:35 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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Envelope Sent	Hashed/Encrypted	12/7/2021 10:56:59 AM
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Completed	Security Checked	12/7/2021 10:57:35 AM

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