



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## 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.*

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Charter School Commission	
Department Contract Administrator or Grant Coordinator:		Amy Lynn Allen	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 31,395	Advantage CT / RQS #:	20211215*1523
CONTRACT	Proposed Start Date:	2/12/2022	Proposed End Date: 2/11/2025
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:		Panorama Education (VC0000214752) Boston, MA	
Brief Description of Goods/Services/Grant:		School Climate Surveys that are administered annually to parents/families of public charter schools students, students who attend public charter schools, and to all staff who work in a public charter school. These surveys are required as part of the charter contract that the Maine Charter School Commission holds with each of the public charter school Governing Boards.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

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.

The charter contract between the Authorizer (Maine Charter School Commission) and the school requires a school climate survey to be administered annually.

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

Panorama Education school climate surveys capture student feedback through surveys about teaching, learning, and classroom experiences, help schools understand the factors that foster safe, social, and positive learning environments at school, support productive and professional conversations between teachers, staff, and school leaders, and promote healthy family-school relationships and engage stakeholders in the school community.

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

MCSC has used Panorama School Climate surveys since 2016. Rates and services are reasonable as compared to other options.

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

Because Panorama Education School Climate Surveys collect and aggregate data year after year, we have no plans to change provider. We want to have the ability to compare past years to future years.

### 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):



Typed Name: Jeremy R. Jones

Date: 12-15-21

Signature of DAFS  
Procurement Official:

DocuSigned by:  
Kathy Paquette

Typed Name: Kathy Paquette

Date: 12/27/2021