

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:		Dept. of Education / Office of Innovation / RREV Grant	
Department Contract Administrator or Grant Coordinator:		Beth Lambert / Martin Mackey	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 32,944.00	Advantage CT / RQS #:	20210819*0397
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	1/1/2022
	Previous End Date:	New End Date:	8/31/2022
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Eastern Maine Community College, Bangor, Maine	
Brief Description of Goods/Services/Grant:		RREV Coach to support Pilot Implementation Teams receiving the Awarded Contracts	

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
X	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:

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

As part of a grant (RREV) the Department received last year from US DOE, the Department is to enter into contracts with education individuals specifically to work with/coach the pilot implementation (teams of educators) at schools recently awarded funding. This contract is to cover the cost of hiring these coaches to support the implementation of the awarded pilots. These coaches will assist implementation teams through a variety of regular services including: regular meetings, provide innovation PD as needed, work with school leaders and community partners to promote collaboration between and among all award receivers, facilitate and monitor all online collaboration/discussion, evaluate and advise on the progress of pilot implementations, and provide guidance regarding implementation data gathering.

Amendment reason: The original contract was written for the Fall academic semester. We wish to extend the contract eight months for the Spring and Summer academic semesters.

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

Eastern Maine Community College has personnel with specific skills and expertise in areas that the RREV project is seeking support in – outdoor education, online learning, multiple and flexible pathways to learning, extended learning opportunities, and instructional coaching. In addition, some EMCC personnel have had direct involvement in IMPD work was part of the original request in the grant narrative.

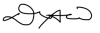
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The negotiated costs for this contract were outlined in the original grant narrative and are to be determined based on “buying out” part of the contracted coach’s contract with their current employer.

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

The Department will review all options if it considers adding additional coaches to ensure that it aligns with the requirements of the grant and follows the laws and rules of the state.

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:	Daniel A. Chuhta	Date:	12/9/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Kathy Paquette</i>		
	<small>41C2BA36FAF44CD...</small>		
Printed Name:	Kathy Paquette	Date:	12/29/2021

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Certificate Of Completion

Envelope Id: 1069A4FF872846009E61F8576AAD1CCF	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 12/9/2021 11:46:52 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

Signer Events	Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 12/9/2021 11:46:54 AM Viewed: 12/9/2021 11:47:06 AM Signed: 12/9/2021 11:48:11 AM Freeform Signing

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Certified Delivered	Security Checked	12/9/2021 11:47:06 AM
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Payment Events**Status****Timestamps**