



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:		Higher Education and Educator Support Services	
Department Contract Administrator or Grant Coordinator:		Diana Doiron and Katherine Warren	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 235.026.00	Advantage CT / RQS #:	20240221*2290
CONTRACT	Proposed Start Date:	5/10/2024	Proposed End Date: 9/30/2024
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:		American Institutes for Research, Center on Great Teachers and Leaders, Arlington, VA	
Brief Description of Goods/Services/Grant:		The American Institutes for Research® (AIR®), through their Center on Great Teachers and Leaders (GTL Center), will provide GIS mapping development, implementation, and sustainability supports to MDOE to better understand the state and local educator workforce.	

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
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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 Maine DOE has been working to understand our local education workforce shortages for some time and has engaged in many discussions to understand the issues. The [Teach Maine Framework](#) articulates the themes and strategies that surfaced from these discussions and guides Maine DOE's commitment to develop, support, and sustain a robust educator workforce.

It is important to recognize that educator workforce supply, demand, and shortages are nuanced and localized ([Edward et al., 2023](#)), so using state-level data alone often does not provide an accurate depiction of workforce needs. GIS mapping allows state education agencies, educator preparation programs, and school administrative units (SAUs) to visualize and analyze administrative data and other data sources geographically to understand the localized or regional needs to the educator workforce.

In the fall of 2022, as a federal technical center, [Region 1 Comprehensive Center](#) (Region 1 CC) at American Institutes for Research (AIR) was awarded a federal grant to work with Maine Department of Education in a pilot focused on the creation of data tools to help the state and districts understand the root causes of their educator shortages and develop strategies to address their educator workforce needs. Region 1 CC is developing and piloting educator workforce data metrics and processes and provide coaching support to district leaders to interpret an action plan on the data generated.

In the late fall of 2023, AIR's Center on Great Teachers and Leaders (GTLCenter) shared a proposal with the Maine DOE to design and develop a GIS map with up to four dashboards. With an amendment in the current data sharing agreement between Maine DOE and AIR to include the use of the data for GIS mapping visualizations in the four dashboards, the GTL Center team can develop the four dashboards to focus on specific research questions and layer multiple data sets over a map to identify opportunities to strengthen and diversify the educator workforce. To support Maine DOE's use of the GIS map, the GTL Center team will create resources and facilitate sessions to promote the map and demonstrate its use to inform policy decision making and strengthen and diversify the educator workforce. To ensure that Maine DOE can maintain and make regular updates to the data in the GIS map, Maine DOE and AIR's Center on Great Teachers and Leaders have been working with Maine IT Applications, Enterprise Shared Services. The AIR GTL Center team will also develop resources and training focused on sustaining the GIS tool.

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

A Geographic Information System (GIS) mapping platform would enhance the data visualizations by layering the data in ways that reveal underlying relationships among the data. After an amendment to the current Data Sharing Agreement between Maine DOE and Region 1 CC at AIR to include use of the data for visual representations, the proposed GIS mapping tool will be included in the data tools of the Region 1 CC/ Maine Data Project pilot. The GIS map will support Maine's understanding of the root causes of educator shortages and the development of strategies to address them in the current Region 1 CC/Maine DOE data project and beyond.

Both the Regional 1 CC and the Center on Great Teachers and Leaders are housed within AIR which will provide seamless coordination as the GIS tool is developed using the data in the Maine DOE/ Region 1 CC

PART III: SUPPLEMENTAL INFORMATION

Data Sharing Agreement. Both Region 1 CC at AIR and the AIR Center on Great Teaching and Learning have strong legacies and experience offering substantial technical assistance and content expertise in designing, developing, and implementing strategies to support state agencies and local districts.

From 2012-2019, the [Center on Great Teachers and Leaders \(GTL Center\)](#) was a national content center under the federally funded Comprehensive Center Network, providing support to state education agencies and districts in all 50 states. Today, AIR continues to operate the GTL Center and offer services across a range of core evidence-based talent management strategies including the following:

- develop coherent and aligned human capital management systems.
- recruit, retain, reward, and support effective educators.
- ensure equitable access to effective teachers and leaders.

The Region 1 Comprehensive Center at [American Institutes for Research](#) (AIR) brings substantial technical assistance and content expertise in designing, developing, and implementing strategies to support educational improvement at the SEA level and at the local level within states. Region 1CC at AIR is a member of 19 regional centers and a national center and therefore has deep expertise and research to draw from for its work.

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

The Maine DOE is a member state served by the federally funded technical center- Region 1 Comprehensive Center at AIR (Region 1 CC). Currently, the Maine DOE is engaged with Region 1 CC on the Maine Data Project pilot which is supported by federal grant funds awarded to Region 1 CC. Region 1 approached the federal government seeking funds to support this data project focused on building both state agency capacity and local education agencies capacity to use data to understand and address education workforce shortages. A Data Sharing Agreement between the Maine DOE and Region 1 Comprehensive Center is already in place for the Maine Data Project. Through the Maine Data Project, a significant amount of the planning and preparing costs for using Maine Data have been addressed (research questions guiding metric development for the Maine data; establishing a data sharing agreement; cleaning and analyzing the current data in the data sharing agreement for what it can and cannot reveal about workforce supply, demand, retention, mobility, and attrition patterns; pre-pilot interviews with voluntary SAUs to understand local data collection practices, successes, and challenges). Maine IT has agreed that development, implementation, and sustainability of the GIS map and its dashboards can occur in the Maine IT Arc GIS map software within the boundaries of Maine IT policies. The AIR Center on Great Teachers and Leaders' (AIR GTL) proposal articulates clear deliverables for ensuring sustainability of the GIS map and MaineIT has agreed that the GIS map developed by AIR GTL will be maintained and hosted within MaineIT's system following the completion of development under an existing Maine DOE license thus reducing cost that would be associated with hosting and maintaining a map of the sorts.

PART III: SUPPLEMENTAL INFORMATION

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

The GIS map with its dashboards will be incorporated into an existing Maine IT ArcGIS Enterprise license for the Maine Department of Education and will be maintained and updated with current data each year. It will also be a part of the modernization efforts (data architecture and technical architecture as well as policy and governance to support data sharing between systems and agencies) articulated in the Maine DOE FY23 State Longitudinal Data System federal grant.

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

Does this request utilize ARPA/MJRP funds?



Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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:	Daniel A. Chuhta	Date:	5/7/2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	5/23/2024

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