



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:		Education	
Department Contract Administrator or Grant Coordinator:		Amy L. Poland	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$6,752.46	Advantage CT / RQS #:	RQS 20240531*1717
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
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:		PowerSchool Group, LLC, Folsom, CA	
Brief Description of Goods/Services/Grant:		Annual Renewal of PowerSchool Schoology Learning Management System – Enterprise License	

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 Workforce Innovation and Opportunity Act of 2014 (WIOA) requires states to operate a high-quality professional development system that supports local adult education providers with technical assistance and professional learning that improves instruction (Sec. 223a.1.B). To effectively implement the system, the state office of adult education needs a learning management system to create and offer professional learning opportunities and technical assistance and to share information and best practices and tech to over 1,000 adult education staff statewide. The state office of adult education has been using Schoology as its learning management system since 2015.

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

PowerSchool provides a suite of educational web-based services, including Schoology Learning and Professional Learning, that will allow the state office of adult education to provide an integrated professional development system for the adult education field. Schoology Learning integrates seamlessly with the Professional Learning which the state office uses as its professional development registration and tracking system. Having the integrated system of Schoology and Professional Learning increases efficiencies for state office staff in providing course access, creating separate accounts, etc., and improves usability and reduces confusion within the field. Schoology LMS allows the field to complete online courses, join adult education topic-specific groups, and create courses for their adult education learners, and features internal videoconferencing, connections to popular educational apps, built-in accessibility features, etc. Other available learning management systems are not as flexible in allowing users to work as both students and teachers in the system and are external to the registration and tracking system. They do not provide an integrated experience for the user that is focused on their professional development.

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

PowerSchool's Schoology Learning pricing structure is based on user licenses which is similar to its pricing for Professional Learning system also used by the state office. The licenses are transferable which means that license is "used" when the account is active, but when a user is inactive, their seat becomes free to be used again. This makes the pricing structure more cost effective and is less than other learning management systems.

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

The Department will continue to evaluate the current product and how it meets the needs of the Department and field. It will also monitor the industry for products that will meet those needs and the federal requirements under WIOA to determine the need for competition.

**PART III: SUPPLEMENTAL INFORMATION**

**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: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	6/21/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA613178102243C...		
Typed Name:	Joseph Zrioka      Director of IT Procurement	Date:	6/17/2024

**Certificate Of Completion**

Envelope Id: A4152226DD764897861B7601F00CA199  
Subject: Complete with DocuSign: ITP-243508 PowerSchool Schoology PJF 3.12.24 (1).docx  
Source Envelope:  
Document Pages: 3  
Certificate Pages: 5  
AutoNav: Enabled  
Envelopeld Stamping: Enabled  
Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Envelope Originator:  
Joseph Zrioka  
joseph.a.zrioka@maine.gov  
IP Address: 64.135.137.35

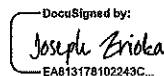
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Status: Original  
6/17/2024 12:54:38 PM  
Security Appliance Status: Connected  
Storage Appliance Status: Connected  
Holder: Joseph Zrioka  
joseph.a.zrioka@maine.gov  
Pool: StateLocal  
Pool: State of Maine - Office of Information Technology  
Location: DocuSign  
Location: DocuSign

**Signer Events**

Joseph Zrioka  
joseph.a.zrioka@maine.gov  
Director of IT Procurement  
State of Maine - Office of Information Technology  
Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
Using IP Address: 64.135.137.35

**Timestamp**

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Viewed: 6/17/2024 12:58:13 PM  
Signed: 6/17/2024 12:58:24 PM

**Electronic Record and Signature Disclosure:**  
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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**

Jennifer Tarr  
Jennifer.L.Tarr@maine.gov  
DOE Procurement Director  
Carahsoft OBO Maine Department of Education  
Security Level: Email, Account Authentication (None)



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**Electronic Record and Signature Disclosure:**  
Accepted: 5/20/2021 2:29:25 PM  
ID: 71ebd786-a01b-4229-bdd0-877f12eec3e3

Katherine Warren  
Katherine.Warren@maine.gov  
Education Data Manager- MDOE  
Maine Department of Education  
Security Level: Email, Account Authentication (None)



Sent: 6/17/2024 12:58:26 PM

**Electronic Record and Signature Disclosure:**

**Carbon Copy Events****Status****Timestamp**

Accepted: 12/9/2022 3:33:50 PM  
 ID: 775ae2e1-0e6f-45c8-9a71-80af987f1644

Olivia Schafer  
 Olivia.Schafer@maine.gov  
 Security Level: Email, Account Authentication  
 (None)

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Sent: 6/17/2024 12:58:26 PM  
 Viewed: 6/17/2024 1:58:54 PM

**Electronic Record and Signature Disclosure:**  
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IT Procurement Team email  
 ITProcurement@maine.gov  
 Security Level: Email, Account Authentication  
 (None)

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**Electronic Record and Signature Disclosure:**  
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**Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Certified Delivered	Security Checked	6/17/2024 12:58:13 PM
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Completed	Security Checked	6/17/2024 12:58:27 PM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

**Certificate Of Completion**

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 Document Pages: 8  
 Certificate Pages: 1  
 AutoNav: Enabled  
 EnvelopeId Stamping: Disabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed

Signatures: 1  
 Initials: 0

Envelope Originator:  
 Daniel A. Chuhta  
 Daniel.Chuhta@maine.gov  
 IP Address: 64.207.219.135

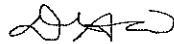
**Record Tracking**

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Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

**Signer Events**

Daniel A. Chuhta  
 Daniel.Chuhta@maine.gov  
 Deputy Commissioner  
 Maine Department of Education  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Drawn on Device  
 Using IP Address: 198.182.163.113

**Timestamp**

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 Freeform Signing

**Electronic Record and Signature Disclosure:**  
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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
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
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