



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:		Stacey Bean		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)		\$ 15,000.00	Advantage CT / RQS #:	20240624*3769
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	6/1/2024	Effective Date:	12/31/2024
	Previous End Date:	12/31/2025	New End Date:	12/31/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Productive Power Boca Raton, FL 33431		
Brief Description of Goods/Services/Grant:		Productive Power, has developed training programs designed to enhance people's productivity with technology		

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 checked="" 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

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.

Like most modern professionals, the Maine Department of Education's employees find themselves flooded with an endless stream of emails and tasks that demand their attention daily. Their calendars are packed with meetings, leaving only scarce moments to address the overwhelming demands that come their way. This perpetual state of busyness and constant juggling of responsibilities can leave them feeling stressed and, at times, even cause them to miss important tasks, further compounding the pressure they experience.

Maine Department of Education employees are equipped with powerful software aimed at streamlining their workday. Despite their tools being designed to enhance productivity, many people find themselves overwhelmed rather than empowered. The complexity of their applications, combined with their already demanding tasks, leads to a struggle to keep up and an increase in workload stress.

*Amendment needed to add 4 small group sessions.

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

At Productive Power, they have developed training programs designed to enhance people's productivity with technology. Their approach goes beyond simple software demonstrations and empowers attendees to harness the full potential of everyday software to enhance organization and time management.

Productive Power trains many different modules. The Planner Trainer is for the PreK Transition team to help keep many moving parts and multiple stakeholder groups connected as the work progresses.

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

The rates are comparable to others who developed related training services and the funding was allocated to the grantee since Productive Power has helped thousands of individuals tackle their overwhelming workload, reclaim their time, and engage in rewarding work that brings them a sense of achievement and satisfaction in their careers.

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

Any future need for training across the state, will be discussed and then processed in accordance with State procurement policies and procedures.

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

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Megan Welter	Date:	1/3/2025
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...		
Typed Name:	Kathy Paquette	Date:	1/9/2025

Certificate Of Completion

Envelope Id: 039B745D-6DC8-4F2B-B355-F9D220360CB1	Status: Completed
Subject: Please Docusign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator: Megan Welter megan.welter@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	


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Status: Original 1/3/2025 4:19:02 PM	Holder: Megan Welter megan.welter@maine.gov	Location: DocuSign
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Signer Events

Megan Welter
megan.welter@maine.gov
Associate Commissioner of Public Education
Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Uploaded Signature Image
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Freeform Signing

Electronic Record and Signature Disclosure:
Accepted: 2/22/2022 8:43:12 AM
ID: a3f5e052-e68a-4555-b08f-3ab2586f161c

In Person Signer Events

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

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Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent	Hashed/Encrypted	1/3/2025 4:19:03 PM
Certified Delivered	Security Checked	1/3/2025 4:19:19 PM
Signing Complete	Security Checked	1/3/2025 4:19:53 PM
Completed	Security Checked	1/3/2025 4:19:53 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Department of Education:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

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Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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