



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:		DAFS/BHR Compliance	
Department Contract Administrator or Grant Coordinator:		Sophia E. Spiller – Lead HR Analyst	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 24,255.00	Advantage CT / RQS #:	20250211000000001144
CONTRACT	Proposed Start Date:	3/11/2025	Proposed End Date: 3/21/2025
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:		VC0000274867 Compensation Analyst Academy 101 Middlesex Turnpike, Suite 6, #133 Burlington, MA 01803	
Brief Description of Goods/Services/Grant:		The Compensation Analyst Academy provides a 6-day training course on matters of compensation covering FLSA, salary surveys and data, job pricing, and incentive plans. The analysts are responsible for the states compensation and classification system as well as participating in the market pay and classification studies.	

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.

This service is part of the state's ongoing requirement to complete a market pay study pursuant to UUU every 4 years. Having the analysts become certified compensation experts is desirable to the state's ongoing effort to produce a market pay analysis. This service provides a two-week compensation academy course to the analysts.

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

This selected vendor was recommended by another state government agency whose analysts went through the exact course. It provides for the analysts to become certified, however, the course also allows for flexibility where the analysts can still get work done as the course is only a few hours a day, 3 days a week.

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

The State of Maine has set aside money for UUU, which can be used for vendors related to the market pay study or classification study. Since all of the analysts are getting certified, the vendor offered a 10% discount. Given the length of the course, the validity of the services, and the discount, this price from this unique vendor is fair and reasonable.

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

After completion of this course, the analysts will be more versed in compensation matters, specifically pertaining to market pay analysis. This knowledge will be used to implement the next market pay study, but we will not be pursuing additional courses afterwards. Therefore, this vendor will not be in competition with others in the future.

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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


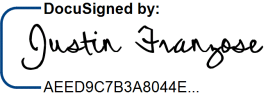
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Kirsten LC Figueroa Commissioner	Date:	2/12/2025
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Justin Franzose AEEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	2/27/2025