



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Kevin Kidd		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 33,500	Advantage CT / RQS #:	03A 20240315*2505
CONTRACT	Proposed Start Date:	4/1/2024	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:		Workplace Performance Inc. Monroe, Maine		
Brief Description of Goods/Services/Grant:		Social and Emotional (SEI) training for DOC leaders and management		

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 Maine DOC has identified a need/goal for improving current leadership knowledge, skills and abilities, along with developing the leaders of tomorrow. The proposed training will aid the Department in the fulfillment of two overarching goals:

- Goal #1: Improve the knowledge, skills, and abilities of current leaders in achieving desired organizational outcomes; and
- Goal #2: Develop the organizational leaders of tomorrow through providing strategies for success.

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

Workplace Performance Inc. (WPI) is a Maine-based consulting firm specializing in organizational leadership & development. WPI also does business as WPILeadership and provides behavioral science-based leadership consulting services throughout the USA and Canada.

WPILeadership has done a great depth of work throughout State of Maine government including, but not limited to, Bureau of Motor Vehicles, Maine Department of Corrections, and Maine Criminal Justice Academy. WPI has also provided numerous trainings and seminars to municipal and county governments across the United States, including many in Maine.

WPILeadership is unique due to the approach they take in leadership development. WPI has developed an expansive behavioral science leadership module library that brings a research and evidence based approach to influencing organizational behavior. Through each module, attendees not only learn the science of leadership, but are also provided strategies on how to effectively apply the science and influence behavior toward organizational expectations or goals.

WPILeadership is the sole source choice for MDOC for the reasons below:

1. WPI recently provided a daylong seminar on “Leading with Social & Emotional Intelligence” to approximately 40 MDOC executives. Utilizing WPI to now train 280 MDOC leaders on this same subject will ensure consistency throughout the MDOC leadership team and organization.
2. WPI is a company certified to administer and debrief the Institution for Social & Emotional Intelligence SEIP assessment tool. This tool was chosen by MDOC for this training due to the fact it is scientifically proven to be the most accurate SEI assessment on the market today.
3. WPI has conducted expansive research and developed a library of behavioral science curriculum that is proven to enhance leadership capabilities.
4. WPI customizes their proprietary modules upon request at no additional charge to the contracting organization. This allows the organization to pinpoint, target, and address specific organizational challenges.

**PART III: SUPPLEMENTAL INFORMATION**

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

The Provider has submitted a proposal which meets the Department's goals in terms of content, structure and cost. State Criminal Alien Assistance Program (SCAAP) funds will be used to fund this initiative, the cost for which the Department deems fair and reasonable in comparison to other leadership trainings it has solicited.

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

This is a unique opportunity for the Department to capitalize on WPI's unique capabilities in the realm of organizational leadership and development. The Department is committed to competitive outsourcing whenever feasible and practicable.

**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):				4/2/2024
Typed Name:	Scott Landry	Date:		
Signature of DAFS Procurement Official:				
Typed Name:	Kathy Paquette	Date:	4/18/2024	