



## 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:	The Department of the Secretary of State		
Department Contract Administrator or Grant Coordinator:	Matthew Dudley		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	20250224000000001195
CONTRACT	Proposed Start Date:	4/29/2025	Proposed End Date: 2/23/2026
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:	Graceland College CTR - DBA Skill Path Seminars & Etc. PO Box 505558 St. Louis MO 63150-5558		
Brief Description of Goods/Services/Grant:	The Leadership Workshop: Building Emotional Intelligence is a two-day training hosted by SkillPath designed to help leaders improve key skills like communication, conflict resolution, and team management. The workshop focuses on building emotional intelligence to foster better collaboration, manage stress, and create a positive work environment. It's a key part of preparing leaders for success in the Leadership Academy.		

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 Leadership Workshop: Building Emotional Intelligence is part of our strategic plan to support the professional development of our staff and leaders. This training helps leaders build key skills like communication, conflict resolution, and stress management, which are critical for effective leadership. It's just the beginning of a series of future trainings that will build on these skills. By investing in leadership development, we aim to improve employee retention and create a more supportive work environment. This workshop will help us ensure leaders are better equipped to support their teams, which benefits everyone across the organization.

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

We selected SkillPath because they come highly recommended and have a strong track record with other state agencies, who have praised their services. We're confident their content will meet our needs. They're also very responsive and offer a variety of programs and training options that can be tailored to what we're looking for.

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

The costs for SkillPath's workshop are reasonable given the quality and customization of the training they provide. At an average of \$125 per person, this will cover 80 leaders in our organization, which is more cost-effective than other vendors like Fred Pryor. Their rates align with industry standards for similar leadership development programs, and we believe the investment is worth it. The funding was allocated to ensure all leaders can attend while keeping our operations running smoothly, offering great value compared to other options.

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

Although there is an upfront cost for this training, we see significant long-term benefits. By collecting content and utilizing workbooks provided through this workshop, we can minimize future costs and reduce reliance on external vendors. This approach will also help improve retention and reduce turnover, as it ensures our supervisors have the training and resources they need to succeed. Overall, the investment in this training will result in a stronger leadership team, which leads to cost savings over time through improved employee engagement and retention.

### 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.

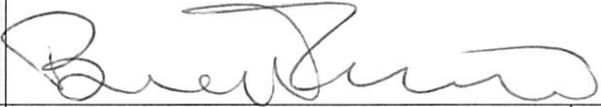
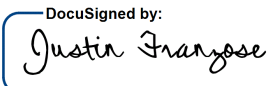
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Bruno Inacio	Date:	3/19/25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small>		
Typed Name:	Justin Franzose	Date:	4/2/2025