



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		Education/Education in the Unorganized Territories	
Department Contract Administrator or Grant Coordinator:		Cathy Severance	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$10,000.00	Advantage CT / RQS #:	05C20240905*486
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/10/2024	Effective Date:
	Previous End Date:	7/9/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		VC0000255207 Pathfinder Executive Coaching-Mark Wiernusz 117 Spurwink Rd, Scarborough, ME 04074	
Brief Description of Goods/Services/Grant:		Leadership Coaching Services	

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

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 purpose of this amendment is to extend the contract to provide leadership training to the principals of the Edmunds and Connor schools in the Education in the Unorganized Territory (EUT)

Today's school principals are operating under chronic levels of leader stress and fatigue, for far longer than anticipated. Many are burnt out and nearing their professional breaking points, preparing to leave their schools or the education profession altogether over the next few years. The purpose of this contract is to provide Professional Leadership Coaching instruction to the EUT school principals for the Connor and Edmunds Consolidated Schools. This professional development exercise will help to alleviate the added stressors to the principals due to the impacts of daily operations in multi-grade classroom schools.

Under this contract, the principals receive 1:1 executive sessions throughout the academic year to help better themselves as individual leaders while managing today's dynamic and challenging learning environments. The coaching focuses on long-term personal and strategic goals, problem solve anticipated and unexpected challenges, preserve organizational and individual morale, and project stability during chaotic and disruptive periods. The coaching supports are customized for and co-designed with each individual principal.

From July 2025 - Jun 2026 1:1 Exec Sessions will be scheduled bi-weekly to monthly depending upon leader availability to continuously support growth and development.

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

The Provider offers unique training that is designed for school personnel. The Provider has worked with over 200 public school districts across the country, advising superintendents and their leadership teams on management strategies and educational best practices aimed at reaching better outcomes for students.

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

Negotiated rates are fair and reasonable when compared with other vendors providing leadership support services to schools.

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

PART III: SUPPLEMENTAL INFORMATION

The EUT continually seeks vendors who can meet professional development opportunities as needed. This is accomplished through Google web searches and regular contact and communications with other professionals and school districts statewide. The EUT will continue to communicate with local districts to obtain established vendors that can meet the EUT established criteria.

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:	Daniel A. Chuhta, DOE Deputy Commissioner	Date:	4/17/2025
Signature of DAFS Procurement Official:			
Typed Name:	Kathy Paquette	Date:	4/28/2025

Certificate Of Completion

Envelope Id: 5670A50E-EC56-4CA3-9CEB-42F03B3F42C8

Status: Completed

Subject: Please Docusign This Document

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Daniel A. Chuhta

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Daniel.Chuhta@maine.gov

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Daniel A. Chuhta

Daniel.Chuhta@maine.gov

Deputy Commissioner

Maine Department of Education

Security Level: Email, Account Authentication
(None)

Signature Adoption: Drawn on Device

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Signed: 4/17/2025 10:47:43 AM

Freeform Signing

Electronic Record and Signature Disclosure:

Not Offered via Docusign

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

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

4/17/2025 10:46:26 AM

Certified Delivered

Security Checked

4/17/2025 10:46:51 AM

Signing Complete

Security Checked

4/17/2025 10:47:43 AM

Completed

Security Checked

4/17/2025 10:47:43 AM

Payment Events

Status

Timestamps