



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:		Dept of 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 #:	05C20220610*3307
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	7/10/2022	Effective Date:	7/10/2022
	Previous End Date:	7/9/2023	New End Date:	7/9/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Pathfinder Executive Coaching-Mark Wiernusz 117 Spurwink Rd, Scarborough, ME 04074		
Brief Description of Goods/Services/Grant:		Executive Leadership Coaching Services for School Principals' for Prof Dev and to help to reduce the job related effects of Covid.		

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

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.

Since the start of the COVID-19 pandemic, schools across the country have been facing an almost daily barrage of never-before-seen challenges that disrupted student learning and placed enormous strain on district staff, systems, and protocols. While the stressors of daily pandemic life are undeniably felt by many, they are magnified for those charged with *leading* through this crisis. Nowhere has this been more apparent than with our principal leaders. 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.

Our year-long series of 1:1 executive sessions help principals better themselves as individual leaders while managing today's dynamic and challenging learning environments. Through our coaching, we work with principal leaders to maintain a focus 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.

As no leader is the same, Pathfinder executive coaching supports are customized for and co-designed with each individual principal. This ensures each leader can achieve her or his own personal growth aspirations while successfully leading the organization towards its goals and objectives.

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

This Vendor had been previously acquired for Prof Dev Coaching by the EUT Director when acting as a Superintendent of Schools for staff there with successful results. Prior to starting Pathfinder, Mark was Managing Director with the District Management Group (DMG) where he led the firm's consulting teams and client engagements. Mark 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.

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.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?



Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	5/5/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	<small>066BBD96EE5347F...</small> Michelle Fournier	Date:	5/19/2023

Certificate Of Completion

Envelope Id: E46AC36E27964F889E1FE7DB320A99DD	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.71
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 5/8/2023 5:08:22 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 5/8/2023 5:08:23 PM Viewed: 5/8/2023 5:08:39 PM Signed: 5/8/2023 5:10:12 PM Freeform Signing
Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	

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Envelope Sent	Hashed/Encrypted	5/8/2023 5:08:23 PM
Certified Delivered	Security Checked	5/8/2023 5:08:39 PM
Signing Complete	Security Checked	5/8/2023 5:10:12 PM
Completed	Security Checked	5/8/2023 5:10:12 PM

Payment Events**Status****Timestamps**