



## 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:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Cathie Curtis, Deputy Secretary of State Bureau of Motor Vehicles	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$6,500.00	Advantage CT / RQS #:	20230515000000001405
CONTRACT	Proposed Start Date:	9/21/2023	Proposed End Date: 9/22/2023
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:		Angela Massey Life on Purpose 204-H Highland Blvd New Castle, DE 19720	
Brief Description of Goods/Services/Grant:		Effective business writing training class	

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.

As we serve the citizens of Maine we need to correspond or write in a professional manner. This workshop will go over grammar, spelling, punctuation, and sentence structure required for writing professionally. Participants will also go over email etiquette and proofreading. We've had numerous requests for a workshop like this from supervisors and others who wish to improve their writing skills.

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

Dr. Massey has done a workshop for us in the past, and it was well received. We have had a lot of new supervisors and employees who would benefit from Dr. Massey coming to teach again. She is an excellent teacher, and provides quality training materials and support before and after the workshop.

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

The fees include all the training materials, the trainer's travel, lodging and meals. All pre and post assessment calls and emails. 30 Days of "As-needed Business Writing Coaching" for attendees through email.

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

The Bureau of Motor Vehicles is open to the competitive bid process if another vendor can satisfactorily meet the needs for the BMV with respect to supported needs, technology expertise, price, and the required service timeframe.

### 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.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Cathie Curtis	Date:	5/17/23
Signature of DAFS Procurement Official:			
Typed Name:	AEEED9C7B3A8044E Justin Franzose	Date:	6/7/2023