



## 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:		Department of Labor	
Department Contract Administrator or Grant Coordinator:		Sean Keegan	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,985	Advantage CT / RQS #:	20250514*2704
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date: 9/30/2025
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:		Productive Power, Boca Raton, Florida	
Brief Description of Goods/Services/Grant:		Productive Power, has developed training programs designed to enhance people's productivity with technology.	

## 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.

Like many staff and leaders across SOM, we are experiencing a significant increase in digital tasks and the need for enhanced organization, follow-up, and workflow facilitation. Calendars are increasingly packed with meetings, leaving minimal time to manage the growing volume of responsibilities. This constant state of busyness can lead to heightened stress and, in some cases, important tasks being overlooked—further compounding the pressure and challenges faced daily.

DVR leaders have had the opportunity to onboard many new staff recently and engaging and retaining that level of new staffing is a critical responsibility. With enhancing productivity we know we can optimize performance and empower our staff.

Inbox-to-Action teaches a unified approach that helps employees:

- Apply clear decision-making principles to manage emails efficiently and ensure nothing is missed or forgotten.
- Build consistent weekly and daily routines for staying focused on top priorities.
- Develop sustainable habits that promote accountability and enable them to work with intention and control.

This approach saves time, reduces stress, and empowers employees to work more effectively.

**Measurable Results**

Inbox-to-Action is a data-driven training program designed to deliver measurable improvements in how employees manage their workload. Progress is tracked using key metrics such as inbox count, time savings, and stress reduction.

Participants report an average time savings of 8 hours per week, along with a 50% reduction in stress related to email and task management. These results are not theoretical; they are measured through participant surveys administered at strategic points throughout the training experience.

Organizations implementing Inbox-to-Action consistently observe:

- Significant reductions in time spent on email and administrative work.
- Streamlined inboxes and quicker response times.
- Greater clarity around responsibilities and priorities.
- Higher confidence, job satisfaction, and employee retention.

This outcome-focused approach has led government agencies, military branches, and leading organizations to adopt Inbox-to-Action as a high-impact solution for boosting productivity without investing in new software or expanding headcount.

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

Productive Power is the sole provider of the Inbox-to-Action training. The system, training materials, decision-making framework, and all supporting content are proprietary and protected under copyright and trademark law. No other organization is licensed or authorized to teach this methodology.

**PART III: SUPPLEMENTAL INFORMATION**

While other vendors offer time management programs or tutorials for Microsoft Outlook and To Do, none include the curriculum offered through the Inbox-to-Action program.

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

The rates are standardized and available publicly. The rates are the same as has been provided to other State departments/

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

Any future need for training across the state, will be discussed and then processed in accordance with State procurement policies and procedures

**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.

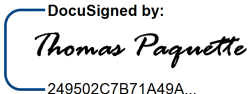
**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):

DocuSigned by:  
  
F7DCCA1C86FF452...

5/29/2025

Typed Name:	Kimberly Smith, Deputy Commissioner	Date:	
Signature of DAFS Procurement Official:	 DocuSigned by: <i>Thomas Paquette</i> 249502C7B71A49A...		
Typed Name:	Thomas Paquette	Date:	6/2/2025