



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:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Rebekah Douin, Director of Application Development	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,975.00	Advantage CT / RQS #:	29B 20250702*0015
CONTRACT	Proposed Start Date:	7/19/2025	Proposed End Date: 7/19/2026
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:		Presidio Networked Solutions LLC 10 Sixth Road, Woburn, MA 01801	
Brief Description of Goods/Services/Grant:		(25) CBT Nuggets licences	

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.

Information Services provides technical training for our employees that satisfy some of the contracted requirements for continued learning. CBT Nuggets has been a successful tool and we would like to continue offering the platform to our employees.

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

Presidio is a vendor we have worked closely with for many commodities and services. Our current agreement for CBT Nuggets is with Presidio and we are seeking to have uninterrupted service with them as many of our employees have trainings in progress.

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

Presidio is a vendor whom we currently have a Master Agreement with and are needing to complete an RQS due to the current end date of the MA.

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

The Office of Information Services will leverage the competitive bid process in the future when another vendor can satisfactorily meet the needs of Information Services with respect to the commodity, price and necessary support.

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).

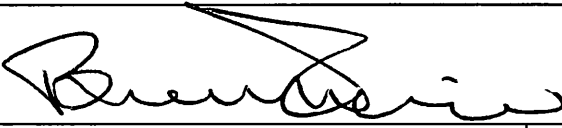
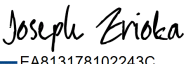
☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ 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 Imbiero	Date:	6/24/25
Signature of DAFS Procurement Official:	<div>DocuSigned by:  EA813178102243C...</div>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	7/3/2025