



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
Table with 4 columns: Department Office/Division/Program, Department Contract Administrator or Grant Coordinator, (If applicable) Department Reference #, Amount: (Contract/Amendment/Grant), Amend A: \$21,600.00, Revised: \$43,200.00, Advantage CT / RQS #: CT 10A 20230707*33, CONTRACT, Proposed Start Date, Proposed End Date, AMENDMENT, Original Start Date: 8/1/2023, Effective Date: 7/1/2024, Previous End Date: 6/30/2024, New End Date: 6/30/2025, GRANT, Project Start Date, Grant Start Date, Project End Date, Grant End Date, Vendor/Provider/Grantee Name, City, State: University of Maine System dba Professional Development Programs Portland, Maine, Brief Description of Goods/Services/Grant: Provide courses in Lean Six Sigma Green Belt Certification, Fall and Spring

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

Table with 4 columns: A. Competitive Process, B. Amendment, C. Single Source/Unique Vendor, D. Proprietary/Copyright/Patents, E. Emergency, F. University Cooperative Project, G. Grant, H. State Statute/Agency Directed, I. Federal Agency Directed, J. Willing and Qualified, K. Client Choice, 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 Department's intent is to promote the concepts of lean and sigma for process improvement and to promote efficient process creation. Participants will earn a Green Belt certification, which is an internationally recognized certification.

The purpose of this amendment is to add funds and extend the contract one year to allow for two additional rounds of training.

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

This contract is with a learning institution providing an in-person certification course to Department staff. The course will be tailored to the Department through the selection of processes and projects that further our strategic objectives. The ability to obtain the green belt certification from this institution and in this setting is a unique opportunity that USM is making available.

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

The negotiated cost for the training is lower than the individual rate. The course will serve up to 20 participants. The individual rate through USM directly is \$1,380, or \$27,600 for 20 people. The negotiated rate is \$10,800 for a round of training. The Department considers these rates to be fair and reasonable.

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

The department does not intend to competitively procure these services in the future.

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.

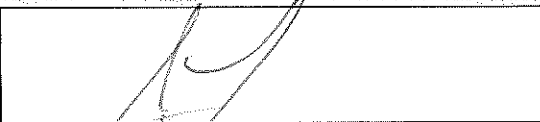

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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:	Jim Lapaludy	Date:	3-Sep-24
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	9/18/2024