



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:		DAFS/OIT/Training	
Department Contract Administrator or Grant Coordinator:		Dawnna Pease	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 113,452.10	Advantage CT / RQS #:	RQS 18B 20240815*0212
<b>CONTRACT</b>	Proposed Start Date:	<b>7/23/2024</b>	Proposed End Date: <b>7/22/2026</b>
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Skillsoft Corporation 300 Innovative Way, Suite 201 Nashua, NH 03062	
Brief Description of Goods/Services/Grant:		Skillsoft-Percipio Renewal	

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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>The Office of Information Technology (OIT) delivers Information Technology leadership and services to Maine State Government Executive Agencies. Maintaining State employee technology skills and currency is core to OIT’s performance, and Skillsoft-Percipio provides competitive pricing with a robust collection of courses.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>Skillsoft-Percipio offers courses which align with the mission of OIT, providing a training license for all OIT State employees that includes emotional intelligence training. An agreement with the vendor is already in place and the renewal of 350 licenses allows for all OIT State employees to benefit from this provision. <span style="float: right;">skillsoft-Percipio will be merged with the Enterprise LMS.</span></p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>Skillsoft-Percipio offered additional courses for no fee with the first year of the renewal. As part of the journey OIT has undergone in the past years, leadership desires all OIT State employees to participate in emotional intelligence training. In discussing options with Skillsoft-Percipio they collaborated to provide their entire course catalogue in the pricing for OIT. The duration of the agreement is two (2) years and will be billed annually.</p>
4. Describe the plan for future competition for the goods or services.	<p>Throughout the duration of the Skillsoft-Percipio contract, OIT will continue to review vendors to ensure the best price, most robust course catalogue, and overall service provides complete training for OIT.</p>

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

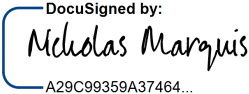
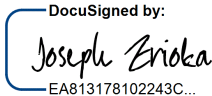
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Does the requesting Department signatory understand and acknowledge Maine’s COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Nicholas Marquis, Chief Information Officer	Date:	9/19/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	9/19/2024