



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.

PART I: OVERVIEW			
Department Office/Division/Program:	Office of Special Services and Inclusive Education		
Department Contract Administrator or Grant Coordinator:	Stacey Bean		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 50,000.00	Advantage CT / RQS #:	20240624*3769
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date: 12/31/2024
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 2385 NW Executive Center Drive, Suite 10 Boca Raton, FL 33431		
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

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.

PART III: SUPPLEMENTAL INFORMATION

Like most modern professionals, the Maine Department of Education's employees find themselves flooded with an endless stream of emails and tasks that demand their attention daily. Their calendars are packed with meetings, leaving only scarce moments to address the overwhelming demands that come their way. This perpetual state of busyness and constant juggling of responsibilities can leave them feeling stressed and, at times, even cause them to miss important tasks, further compounding the pressure they experience.

Maine Department of Education employees are equipped with powerful software aimed at streamlining their workday. Despite their tools being designed to enhance productivity, many people find themselves overwhelmed rather than empowered. The complexity of their applications, combined with their already demanding tasks, leads to a struggle to keep up and an increase in workload stress.

Maine DOE employees in the Office of Special Services & Inclusive Education are involved in public facing initiatives that include influential constituents and require transparent communication and outcomes. The challenges of managing all the facets of communication and productivity are monitored publicly are tremendous.

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

At Productive Power, they have developed training programs designed to enhance people's productivity with technology, communication, organization and work efficiency. Their approach goes beyond simple software demonstrations and empowers attendees to harness the full potential of everyday software to enhance organization and time management.

Productive Power trains many different modules and the focus of training is on individual position requirements. The training has been used in multiple state and federal teams across the country and they specialize in the unique requirements of state and federal positions. Several state government teams have improved their efficacy with time, task and project management. team to help keep many moving parts and multiple stakeholder groups connected as the work progresses.

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

The rates are comparable to others who developed related training services, and the funding was allocated to the grantee since Productive Power has helped thousands of individuals tackle their overwhelming workload, reclaim their time, and engage in rewarding work that brings them a sense of achievement and satisfaction in their careers.

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):	<i>Megan Welter</i>		
Typed Name:	Megan Welter	Date:	9/13/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Kathy Paquette 41C2BA36FAF44CD...</small>		
Typed Name:	Kathy Paquette	Date:	9/20/2024

Certificate Of Completion

Envelope Id: D7AD7507018E4FEA869A777321283C1A	Status: Completed
Subject: Here is your signed document: Procurement Justification Form.pdf	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator: Megan Welter megan.welter@maine.gov
Envelopeld Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 9/13/2024 4:31:21 PM	Holder: Megan Welter megan.welter@maine.gov	Location: DocuSign
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Signer Events

Signature	Timestamp
Megan Welter megan.welter@maine.gov Associate Commissioner of Public Education Security Level: Email, Account Authentication (None)	Sent: 9/13/2024 4:31:22 PM Viewed: 9/13/2024 4:35:00 PM Signed: 9/13/2024 4:36:08 PM Freeform Signing
Signature Adoption: Pre-selected Style Using IP Address: 98.2.196.75	

Electronic Record and Signature Disclosure:
Accepted: 2/22/2022 8:43:12 AM
ID: a3f5e052-e68a-4555-b08f-3ab2586f161c

In Person Signer Events

Editor Delivery Events

Agent Delivery Events

Intermediary Delivery Events

Certified Delivery Events

Carbon Copy Events

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Stacey Bean stacey.bean@maine.gov Carahsoft OBO Maine Department of Education Security Level: Email, Account Authentication (None)	COPIED	Sent: 9/13/2024 4:36:09 PM

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Witness Events

Notary Events

Envelope Summary Events

Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	9/13/2024 4:31:22 PM
Certified Delivered	Security Checked	9/13/2024 4:35:00 PM
Signing Complete	Security Checked	9/13/2024 4:36:08 PM
Completed	Security Checked	9/13/2024 4:36:09 PM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

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How to contact Carahsoft OBO Maine Department of Education:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: jennifer.l.tarr@maine.gov

To advise Carahsoft OBO Maine Department of Education of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at jennifer.l.tarr@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to jennifer.l.tarr@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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