



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 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/Bureau of Rehabilitation Services			
Department Contract Administrator or Grant Coordinator:	Sean Keegan			
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS #:	20250905*0383	
Amount: (Contract/Amendment/Grant)	\$46,550.00			
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Pathful, Inc, Dallas, Texas			
Brief Description of Goods/Services/Grant:	Provide 1600 seats of Pathful Connect to BRS clients. In addition adding 125 seats of Pathful Jnr for P2P grant partners.			

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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.

Purpose of contract is to provide 1600 "seats of Pathful Connect to BRS. The seats allow VR counselors to provide an enhanced delivery of pre-employment transition services and general VR career guidance and counseling to VR applicants. Pathful Connect allows for services to be delivered both virtually and in-person. Pathful connect activities assist in developing the comprehensive needs of services and aid in the development of the Individualized Plan for Employment to secure, retain and advance in employment. Pathful Explore Plus also hosts the Career Exploration Workshop curriculum which is delivered in multiple sessions across the State. The Addition of Pathful connect will allow BRS to record informational interviews with our community partners that can be shared with all clients. In addition it will support the growth of the P2P grant operations within school settings.

This Contract will also add 125 seats of Pathful Jnr which is a career education platform designed to motivate and inspire a younger audience, which will align with our P2P grant partners.

This is the beginning of our eight year using Pathful.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Pathful has a multitude of tools that allow BRS to work with clients individually and in a group setting. These virtual options allow us to target client in customized settings and at times avoid the need for travel. Pathful currently has over 1000 career videos and employability skills videos; ones someone has completed all tools, assessments and resumes etc the information can be downloaded and the seat can be used by another person.

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

The cost for each seat is \$26.00 per year and can be used multiple times through the contract year. VR serves over 5,000 disabled Maine citizens a year. Transition students make up 40% of VR clients. WIOA requires VR to spend 15% of the budget on Pre-Employment Transition services. *Pathful* is one tool that VR Counselors can use with transition students to assist them in exploring career options, interests and explore post-secondary opportunities

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

BRS will continue to look at alternative options that can deliver a comparable deliverable.


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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):Typed Name: Kimberly A. Smith, Deputy
Commissioner

Date:

9/12/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:

DocuSigned by:



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Typed Name:

Thomas Paquette

Date:

9/22/2025