



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.

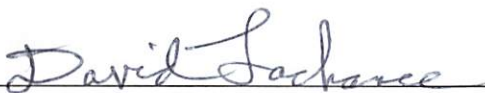
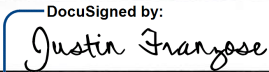
PART I: OVERVIEW			
Department Office/Division/Program:	Secretary of State, Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:	Cathie Curtis, Deputy Secretary of State		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$31,747.00	Advantage CT / RQS #:	2023101000000001069
CONTRACT	Proposed Start Date:	10/1/2023	Proposed End Date: 9/30/2024
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:	Debra Jeanne Chaloux 16 Goldenwood Dr Scarborough, ME 04074		
Brief Description of Goods/Services/Grant:	Provide executive/leadership coaching.		

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.	The vendor, Debra Chaloux, Coach and Consultant, led a leadership development workshop with the Bureau of Motor Vehicles Branch Managers in October 2022. This workshop focused on leadership development on embracing and leading change. Debra developed and led an interactive 3-hour workshop designed to enhance self-awareness of leadership strengths, build trust, increase understanding of personal orientation to change and inspire and challenge BMV leadership. This training is needed for a wider group of management.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This vendor developed a program that is customized to BMV's strategic plan and meets its business needs. It was successful and needs to include additional leaders. This vendor has an International Coaching Federation (ICF) certification at ACC or PCC level. She also has formal professional training and experience and a related Master's degree.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The costs are reasonable and fair based on the prior work this vendor has completed.
4. Describe the plan for future competition for the goods or services.	Similar projects to this will be put out to bid in the future if applicable.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	David Lachance	Date:	10/10/23
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzone	Date:	10/11/2023