



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	
Department Contract Administrator or Grant Coordinator:		Christine Norris	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 0.00	Advantage CT / RQS #:	MA 18P 22112300000000000077
CONTRACT	Proposed Start Date:	12/1/2022	Proposed End Date: 11/30/2023
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:		Brimstone Consulting Group, LLC 48 Washington St, Camden, ME 04843	
Brief Description of Goods/Services/Grant:		Consulting services/strategic work for team workshops	

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.

Brimstone is providing Organizational Development services under CT 18B 20190808*472 to help OIT drive critical change for individual and team performance, learning and development activities, training, talent development and culture change. Workshops are anticipated from these services but cannot be predicted exactly under CT 18B 20190808*472.

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

This master agreement will supplement Brimstone's services provided under CT 18B 20190808*472 where strategic workshops are expected as a byproduct of Organizational Development services. Brimstone is acutely positioned to perform these workshops from another vendor since they have the organizational knowledge and history.

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

Rates are in keeping with industry standards.

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

NA. Management has not made decision whether service will be required after conclusion of contract.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

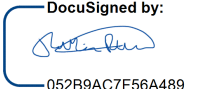
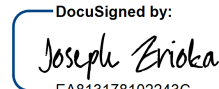
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

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):	 052B9AC7F56A489...		
Typed Name:	Frederick Brittain, Chief Information Officer	Date:	11/24/2022
Signature of DAFS Procurement Official:	 EA813178102243C		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	11/23/2022