



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 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:	Maine State Library		
Department Contract Administrator or Grant Coordinator:	Lori Fisher		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,915.00	Advantage CT / RQS #:	CT 20240909*513
<b>CONTRACT</b>	Proposed Start Date:	<b>10/1/2024</b>	Proposed End Date: <b>6/30/2025</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:	Starboard Consulting, Bangor, ME		
Brief Description of Goods/Services/Grant:	DiSC assessment and communication training		

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.

Provide the Everything DiSC Workplace Assessment to 28 MSL employees and hold two sessions (splitting that group into two) for a facilitated discussion of the results (10/10 & 10/24). Also hold an all-MSL employee facilitated discussion on communications and using DiSC assessment outcomes at our MSL Staff Development Day, 12/5/24.

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

In February 2024 the MSL Library Development department (15 employees) participated in the Everything DiSC Workplace Assessment and had a facilitated in-person session in order to improve communications within the department. Due to the success of that experience, the entire staff of MSL will participate in the DiSC assessment and facilitated discussions around communications. This is essential work right now before all MSL staff move back into the Cultural Building in late 2025, from our current temporary offices. The biggest challenge will be for individual staff to go back to shared office spaces instead of individual offices with doors, which means we need improved communications going into the move so that expectations in each office situation are expressed and discussed.

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

The providers of DiSC has an online portal (everythingdisc.com) to search for certified DiSC assessment partner. There is only one in Maine: Starboard Consulting. The nearest other certified partner is located in Albany, NY/Burlington, VT, which will cost more due to travel time and hotel costs to implement the in-person training to discuss staff DiSC results.

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

We will continue to look for a master agreement for staff professional development services and if one is put in place, we would use that for future needs.

### 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.

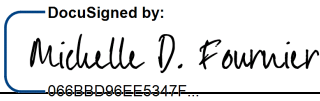
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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>Lori Fisher</i>		
Typed Name:	Lori Fisher	Date:	Nov 26, 2024
Signature of DAFS Procurement Official:			
Typed Name:	Michelle D. Fournier	Date:	12/16/2024






# Starboard MSL PJF revised 112614

Final Audit Report

2024-11-26

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