



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE PROCUREMENT SERVICES**  
 STATE OF MAINE

**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:		DAFS/OIT	
Department Contract Administrator or Grant Coordinator:		Nicholas Marquis	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	18B	Advantage CT/RQS #:	CT 20251125-1242
Amt (Contract/Amendment/Grant):		\$132,000.00	
CONTRACT	Proposed/Original Start Date:	11/1/2025	Proposed/Most Recent End Date: 10/31/2026
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:		ZRG Partners LLC DBA Brimstone Consulting Group 69 Milk Street, Ste 304, Westborough MA 01581	
Brief Description of Goods/Services/Grant:		Executive Coaching 2025-2026	

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

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 will provide one year of executive coaching to five senior leaders at MaineIT, taking place **between November 1, 2025, and October 31, 2026**. Specific goals will vary by executive and often address the following areas:

- Coaching for leadership perspective
- Coaching on business issues and challenges
- Coaching on leading others
- Coaching on performance and growth

All sessions are planned to be delivered virtually.

The goals and frequency of the executive coaching process will be mutually determined by each leader and the Brimstone coach. Coaching sessions will generally occur twice a month over the term of this Agreement. The coaches will make themselves available if possible for urgent issues or situations.

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.

In 2024, MaineIT engaged Brimstone Consulting Group, a division of ZRG Partners, to lead the **Maine IT Strategy and Development Refresh Initiative**. This engagement successfully refreshed MaineIT's **Strategic Framework**, facilitated **Senior Leadership Team Alignment workshops**, and guided **Critical Issues Teams** in addressing key organizational challenges identified during discovery and assessment phases.

Throughout this engagement, Brimstone worked directly with MaineIT leadership—including one-on-one interviews, coaching sessions, and facilitated workshops—to build leadership capacity, redefine MaineIT's strategic priorities, and deliver a forward-looking **2025–2029 Strategic Framework**

The refresh project is now complete; however, sustaining its outcomes requires ongoing leadership development and behavioral reinforcement through **executive coaching** to ensure the successful execution of the strategy.

This request seeks approval to **contract Brimstone Consulting Group (ZRG Partners)** for an **additional one-year term of executive coaching and leadership development services**.

The purpose of this continued engagement is to:

- Reinforce and embed the leadership practices, tools, and behaviors established during the 2024 Strategy and Development Refresh.
- Maintain momentum in executing the 2025–2029 Strategic Framework.
- Provide continuity in leadership coaching amid ongoing organizational change.

**PART III: SUPPLEMENTAL INFORMATION**

- Strengthen accountability, alignment, and decision-making consistency across MaineIT’s executive leadership team.

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

Prices negotiated were fair and reasonable within industry standards.

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

Upon completion of this agreement, Maine IT will go out to RFP for any additional coaching services that may be needed.

**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**

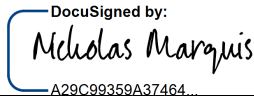
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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

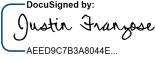
1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Nicholas Marquis, Chief Information Officer	Date:	12/17/2025

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:			
Typed Name:	Justin Franzose	Date:	12/23/2025