



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:	Department of Inland Fisheries and Wildlife, Maine Warden Service		
Department Contract Administrator or Grant Coordinator:	Game Warden Corporal Cody Louder		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 31,204.11	Advantage CT / RQS #:	2024/204 # 0827
CONTRACT	Proposed Start Date:	01/01/2025	Proposed End Date: 06/30/2027
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		
	Project End Date:		
Vendor/Provider/Grantee Name, City, State:	NeoGov, Power DMS 2120 Park Pl. Suite 100 El Segundo, CA 90245		
Brief Description of Goods/Services/Grant:	A training solution that lets you create, deliver, and track training content online, including videos and PowerPoint presentations.		

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.

This is a policy and compliance management platform that lets you create, edit, organize, and distribute content from a secure, cloud-based site. Included are key features such as automatic workflows, signature capture and tracking, side-by-side comparison, Public-Facing Documents, PowerDMS University, and Analytics for advanced reporting. This package includes implementation services to ensure a successful setup and launch of PowerPolicy. An Implementation Consultant will be assigned to work with the customer's project leader and includes Kickoff Call, Technical Set UP (User Import / SSO- if purchased), Document Upload Service, Group Structure Setup/Training, Workflow Setup/Training, Document Functionality Training, Training Module Setup/Training (if purchased), Standards Setup/Training (If purchased), and a Rollout Prep call. Once Implementation is complete, we will be transitioned to their Customer Success Manager.

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

The Warden Service has begun the process of revising our department manual which includes policies, procedures and code of conduct to attain accreditation of the Bureau through the North American Wildlife Law Enforcement Accreditation Program. Power DMS is the exclusive software source of the North American Wildlife Law Enforcement Accreditation Program for agencies to demonstrate compliance with set standards and current best practices.

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

The cost of the Power DMS suite is negotiated on a Statewide basis with the assistance of the Maine Department of Public Safety to ensure State agencies enjoy special costing consideration with the vendor based on economy of scale.

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

Warden Service will continue to use this unique vendor through an annual subscription that was negotiated in the three-year contract for services.

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); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes; the requesting Department signatory understands and acknowledges Title 17, Chapter 101, §3104.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	X  Timothy Peabody		
Typed Name:	Timothy Peabody, Deputy Commissioner	Date:	12/04/2024
Signature of DAFS Procurement Official:	DocuSigned by:  Joseph Zrioka EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/23/2024