

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DVEM/MEMA			
Department Contract Administrator or Grant Coordinator:		Jesse Farnham			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 10,560.00	Advantage CT / RQS #:		20200211*2259
CONTRACT	Proposed Start Date:	3/1/2020	Proposed End Date:	2/28/2021	
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:		VC#0000220700 D4H Technologies Ltd, The Baily Lighthouse Howth, Dublin D13K7K8 Ireland			
Brief Description of Goods/Services/Grant:		Software maintenance and support			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
x	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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PART III: SUPPLEMENTAL INFORMATION

This award is for software support and maintenance for our D4H Decisions Program, which is used by county and state emergency managers in Maine to document volunteer personnel, track exercise and real-world after-action reports, and perform other specific emergency management functions. This program allows for real-time connectivity between the county Emergency Management Agencies and the Maine Emergency Management Agency (MEMA). The information gathered regarding training and exercise activities is required by the Federal Emergency management Agency (FEMA) and the Department of Homeland Security (DHS) for grant program reporting.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The vendor is the sole provider of the D4H Decisions Program and has provided software support since the original purchase. A competitive bid would be used if/when a new software program is needed.

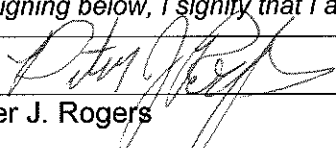

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The current annual cost is \$10,560.00, which remains unchanged from the last four contracts.

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

There are no known resources currently available that can provide the Agency with the software support described above.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Peter J. Rogers	Date:	2/25/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	2/28/2020