

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 \$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:		DOL/BRS/DBVI	
Department Contract Administrator or Grant Coordinator:		Diane Frigon, BEP Administrator	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,065.14	Advantage CT / RQS #:	20241223*0910
CONTRACT	Proposed Start Date:	12/19/2024	Proposed End Date: 7/1/2025
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:		Cantaloupe 3329 Casey Street, River Falls, WI 54022	
Brief Description of Goods/Services/Grant:		Vending Machine Credit Card Readers	

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.

The Division for the Blind and Visually Impaired, Business Enterprise Program (DBVI BEP) has recently entered into permit agreement with the University of Maine to provide vending services at Fort Kent and Presque Isle campuses. The vending machines that will be located on these campuses must be equipped with Credit Card Readers. BEP has a Master Account through Cantaloupe called Seedlive, which allows our licensed blind vendors to have secure transactions going into their business bank accounts. As our businesses move toward cashless commerce, the BEP and our Managers must stay aligned with current and future trends to grow and remain profitable.

BEP has been working with Cantaloupe as a trusted partner for several years. Individual BEP Managers report that the use of the Cantaloupe Credit Card Readers has led to increased sales and has provided a reliable means of tracking inventory, which benefits both customers and business owners. Cantaloupe is committed to providing technology that is accessible for blind and visually impaired BEP Operators and has a person who is visually impaired on staff providing technical consultation to the company. This emphasis on continuous quality improvement is what makes this company stand out amongst other Vending service companies. As a State program, the BEP has a responsibility to align with these priorities and to move in the direction that creates increased opportunities and fosters independence for all program participants.

BEP Rules SECTION 7: VENDING FACILITY EQUIPMENT AND INITIAL STOCK

2. The SLA shall provide suitable equipment when the vending facility is established. Costs for replacement or repairs of worn out and obsolete equipment shall be paid for by the SLA with set-aside funds. Each manager shall take reasonable care of the equipment and maintain it in operating condition.

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

The BEP has an established relationship with Cantaloupe and the Seedlive Credit Card program which provides a consistent, reliable and secure method of purchasing items from vending machines. The software program keeps track of inventory and provides necessary information about sales to the BEP Manager for them to run the business efficiently and profitably. The BEP is committed to providing equitable service for participants across the State and it is critically important to contract with a reliable company that prioritizes doing business with people who are blind and visually impaired.

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

There are no government entities (local, other state or federal agencies) that can provide this item and service.
The Vending industry must be competitive in terms of cashless purchase options for customers. Cantaloupe has been a leader in accessibility and creating trusted partnerships with BEP nationally as well as here in Maine.

PART III: SUPPLEMENTAL INFORMATION

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

The DBVI BEP continuously evaluates its acquisition of equipment and services. Factors not only include the cost of equipment, but warranties, service and technical assistance provided. In this situation, obtaining bids from other companies may result in added costs and delays as a result of changing a whole system of Credit Card Readers and Master Accounts for transactions. The BEP currently has numerous vending machines in facilities across the State that are set up with Cantaloupe Credit Card readers and Seed live master accounts. If the BEP becomes aware of a company or provider who can offer the same or better devices and services for the program and business owners, we will follow all equipment purchasing and procurement requirements for the State of Maine.

Click or tap here to enter text.

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):			
Typed Name:	Kimberly A. Smith, Deputy Commissioner	Date:	2/20/2025
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	2/21/2025