



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF 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 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:		MRS/Property Tax/UT		
Department Contract Administrator or Grant Coordinator:		Lisa Whynot		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 7,725	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	11-1-2021	Proposed End Date:	10-31-2022
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:		New England Municipal Resource Center, LTD., PO Box 2020, Georgia, VT 05468-2020		
Brief Description of Goods/Services/Grant:		Annual license/support for CAMA (Computer Assisted Mass Appraisal) system		

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

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.

New England and Municipal Resource Center, Ltd (NEMRC) developed this proprietary application which is a property appraisal system. The system calculates, assesses and stores values of properties maintained in the Unorganized Territory. The bureau has contracted with NEMRC for the past several years to maintain the appraisal system.

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

The software code is proprietary in nature. Neither the bureau nor the state's information technology group has the manpower or expertise to maintain this system.

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

The annual license/support charge is within guidelines for previous license/support charges for the MicroSolve support software.

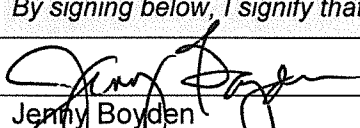
4. Describe the plan for future competition for the goods or services.

MRS has recently gone through the RFP process and is currently working on drafting a contract with the winner of the RFP. It is necessary to maintain the current system because the transition to the new system is labor intensive, requiring 21,000 real estate accounts to be reviewed and reentered into the new system, while at the same time staff dedicated to the Unorganized Territory are reviewing between 4,500 and 5,500 parcels.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

 Yes – If Yes, please attach the approved Business Case(s). No – If No, proceed to Part VI**PART V: 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:	Jenny Boyden Associate Commissioner	Date:	3-9-22
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i>		
Printed Name:	Joseph Zrioka	Date:	3/15/2022