



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:		Secretary of State, Maine State Archives	
Department Contract Administrator or Grant Coordinator:		Kate McBrien, Deputy Secretary of State Maine State Archivist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$5,998.00	Advantage CT / RQS #:	2023021000000000982
CONTRACT	Proposed Start Date:	12/23/2022	Proposed End Date: 12/22/2023
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:		ArchiveSocial P.O. Box 3330 Durham, NC 27702	
Brief Description of Goods/Services/Grant:		Annual renewal for ArchiveSocial	

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 Maine State Archives conducted a pilot project to test and determine the best, most efficient method(s) to retain and manage social media records for Maine state government. State agencies utilize a variety of social media platforms. The social media posts, and the associated comments or questions are all public records and therefore required to be retained per approved records schedules. Irrespective of technology, agency management is responsible for full compliance with the Maine State Archives records management policy and retention schedules and the Maine Freedom of Access Act (FOAA), as relevant to the data and information being transacted.

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

During this pilot project ArchiveSocial was selected as the application to best provide what we needed, which is explained above.

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

The costs are reasonable, and the funding was budgeted for this need. This application will contain a license for MSA, Secretary of State and the Governor's Office. The cost will be paid annually by MSA.

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

The pilot project proved that this service will be key for managing the volume of social media posts that occur. The use of this application allows us to efficiently manage social media records.

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

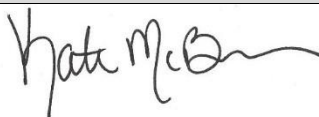
Does this request utilize ARPA/MJRP funds?

- Yes – If Yes, please attach the approved Business Case(s).
- No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name:

Katherine McBrien

Date:

2/10/2023

Signature of DAFS
Procurement Official:

DocuSigned by:



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Procurement Justification Form (PJF)

Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	3/9/2023
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