



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:		DACF/Animal Welfare Program	
Department Contract Administrator or Grant Coordinator:		Ronda Steciuk	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 19,000.00	Advantage CT / RQS #:	CT 20240229*2374
CONTRACT	Proposed Start Date:	<b>3/26/2024</b>	Proposed End Date: 3/25/2025
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:		24 Petcare (PetHealth, Inc.), Rolling Meadows, IL	
Brief Description of Goods/Services/Grant:		PetPoint Shelter Management Software for Animal Welfare Program	

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.

PetPoint shelter management software provides case management for animal welfare cases and a statewide database for dog licensing and dangerous dogs as required by Title 7 Sec 3923-G. The product will allow AWP to meet established standards for documenting enforcement cases.

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

The vendor is uniquely qualified and brings exceptional expertise in meeting animal welfare case management, dog licensing needs, and spay/neuter voucher management in one database with photo and document uploads for every person and animal in the system. PetPoint is the most widely used animal welfare software, including animal welfare organizations, cities, towns, and counties throughout North America, and many of our current shelter partners who house animals seized by the state already use this system allowing for animal record transfers from organization to organization. Other products were reviewed, however only this vendor meets all of the Department's needs.

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

The rates are fair and reasonable for the number of needs it meets for AWP. In addition to meeting the needs at a fair price, the negotiated rate includes a credit for microchips.

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

We plan to implement Pet Point on a provisional, one-year basis. As a fully functional, off-the-shelf product, PetPoint can meet AWP's needs in time for the 2025 registration season. That will allow ongoing evaluation, and if necessary, an RFP can be issued for future years.

### 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.


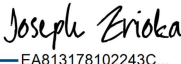
### PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

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):	DocuSigned by:  <small>8F3DD450C23241F...</small>		
Typed Name:	Randy Charette	Date:	2/29/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/1/2024