



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:		Maine Judicial Branch - OIT	
Department Contract Administrator or Grant Coordinator:		David Plourde	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,840.00	Advantage CT / RQS #:	20231206*0838
CONTRACT	Proposed Start Date:	3/31/2023	Proposed End Date: 3/31/2024
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:		Moore & Moore Enterprises INC. 14 Birchmere Ln, Harpswell ME 04079	
Brief Description of Goods/Services/Grant:		Filemaker Licensing and services for Courts	

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.

Moore & Moore coding and upkeep for the systems utilized by the MJB in Filemaker (JIST) in the criminal justice department. The coding needs to be updated whenever significant changes are made to any aspect of our jury system (ie. Mileage costs updated)

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

Moore & Moore helped with the initial installation of the software and completed the design and coding for our specific use of Filemaker – ie. JIST. Pre-existing knowledge of the system make them significantly cheaper for the short term.

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

Costs needed to get another programmer up to speed on our specific use and needs related to the Filemaker system are significantly higher than re-utilization of the initial vendor. Expectations regarding the eventual move away from Filemaker make further investment undesirable.

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

The filemaker software is being phased out with the implementation of Odyssey. There is no firm deadline as to when this software will be replaced as the Odyssey implementation has more pressing priorities.

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):

DocuSigned by:
Connor Smith
755F066F9C634D0...

3/21/2024

Typed Name:

Connor Smith

Date:

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/25/2024