

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		AOC			
Department Contract Administrator or Grant Coordinator:		Gwen DeCicco			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 13,224.00	Advantage CT / RQS #:	20220422000000001223		
CONTRACT	Proposed Start Date:	3/28/22	Proposed End Date:	3/27/23	
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 Services			

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

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

This software is used by the court for special purposes and to comply with legislative agendas.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Moore Enterprises services and helps with the software to ensure the MJB complies with legislative requirements.

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

The pricing is comparable to other vendors for similar products.

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

The MJB will be reevaluating competing platforms on an ongoing basis to best serve the State of Maine from a technical, security and business efficiency standpoint.

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Dennis Cortiss

Printed Name:

Dennis Cortiss

Date:

4/22/2022

**Signature of DAFS
Procurement Official:**

Joseph Zrioka

Printed Name:

Joseph Zrioka

Date:

4/26/2022