



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: | | DECD/Office of Outdoor Recreation | | |
| Department Contract Administrator or Grant Coordinator: | | Carolann D Ouellette | | |
| (If applicable) Department Reference #: | | N/A | | |
| Amount: (Contract/Amendment/Grant) | \$ 50,000.00 | Advantage CT / RQS #: | CT19A2022041500000002511 | |
| CONTRACT | Proposed Start Date: | April 15, 2022 | Proposed End Date: | December 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: | | Center for Community GIS 2670 South Pennsylvania St. Denver, CO 80210 | | |
| Brief Description of Goods/Services/Grant: | | The overarching aim of Maine Trail Finder (MTF) is to reduce informational barriers about trails across Maine to promote wider participation in outdoor recreation by people of all abilities. | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|---|-----------------------------------|--------------------------|----------------------------------|
| Mark an "X" before 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.

CCGIS/Maine Trail Finder (MTF) fills a valuable communications role for numerous state agencies and departments (e.g., Bureau of Parks & Lands, Office of Tourism, Inland Fisheries & Wildlife) by providing critical information about trails, trail experiences, stewardship and user etiquette, and user analytics. CCGIS has added functionality to MTF over the last three years to better support local businesses (Trailside Service), outdoor recreation event sponsors (Event Calendar), and other stakeholder groups that are trying to promote trails to their constituencies. The pandemic has created an incredible increase in demand for outdoor recreation and in particular, trails. This increased demand has elevated the need to provide information about additional trails across the state so that users can find other options to help alleviate overcrowding on current trails. With this increased use comes the recognition of the importance of sharing messaging around recreating responsibly, stewarding the recreation assets and supporting local businesses in and around the trails.

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

CCGIS is a dynamic L3C company that supports the mapping and geographic information needs of public interest groups, large and small. Since 2005, CCGIS has supported over 200 organizations engaged in recreation, tourism, natural resources management, land conservation, agriculture and food systems, public health, poverty alleviation, education, cultural heritage promotion, and historic preservation.

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

Based on fees for other website development work at the Office of Tourism, this fee proposal is in line with that work.

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

As more tech companies enter this space, we will look to issuing an RFP in the future. However at this point, CCGIS/Maine Trail Finder is the only organization that works directly with the resource managers for trail information and business owners for business/event listings to ensure accuracy and timely updates.

PART IV: LATE JUSTIFICATION

- | | | |
|-------------------------------------|------------------------------|----------------------------------|
| 1. Is the vendor currently working? | <input type="checkbox"/> Yes | XX No – If No, proceed to Part V |
|-------------------------------------|------------------------------|----------------------------------|

2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.

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

1. Does this request utilize ARPA/MJRP Funds?

Yes – If Yes, please attach the approved Business Case(s).

XX No – If No, proceed to Part VI

| PART VI: APPROVALS | | |
|--|---|-----------------|
| Signature of requesting Department's Commissioner (or designee): | By signing below, I signify that I approve of this procurement request. | |
| | | |
| Printed Name: | Denise Garland, Deputy Commissioner | Date: 4-15-22 |
| Signature of DAFS Procurement Official: | | |
| Printed Name: | Joseph Zrioka | Date: 4/27/2022 |