



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 Arts Commission		
Department Contract Administrator or Grant Coordinator:		Julie Horn		
(If applicable) Department Reference #:		NA		
Amount: (Contract/Amendment/Grant)		\$ 20,000	Advantage CT / RQS #:	20220912000000000764
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:	12/1/2023
	Previous End Date:	6/30/2023	New End Date:	6/30/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Clearpath Innovations Inc , Auburn ME		
Brief Description of Goods/Services/Grant:		Annual maintenance of the Commission's public website and the Commission's Grants Management System.		

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 services rendered by vendor is essential to the Commission's primary function as a grant making agency. Their services help us maintain a constant public presence through our website which is directly linked to the grants management system for ease of making applications.

They will help us by providing the following which we could not get from any other vendor:

- Resolve errors that may be discovered while using the grant portal or website.
- Configure data needed for the regular functionality of the grant portal and websites as requested, including data used for selection fields (picklists) and user roles.
- Run queries against the grants portal database and export to Excel as requested.
- Answer questions to clarify how to use various features of the grant portal and websites.
- Implement new features in the customized software similar to other commercial grant-making packages.
- Development future versions of the software for our changing needs.

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

The Maine Arts Commission has chosen this vendor because they have entirely built and customized the software for the Commission's grant application portal and website. They have given perpetual rights to use the software at no charge to the Commission other than the cost of maintenance and custom software development as well as giving the Commission full ownership of, and rights to, the data that can be retrieved from it.

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

The exact number of hours will be approx. 40hr a month working on both the website and the Grants Management System. Costs can fluctuate between these two. Based on the number of hours put in last year, the amount increased greatly due to many new features they incorporated into our grants portal to make the applications more accessible.

Also, the Maine Arts Commission may contact the vendor at any point to request assistance even if it falls beyond the approximate monthly hours. The vendor will provide its best effort to resolve issues in accordance with their impact and priority.

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

Vendor reserves ownership of the software underlying the grant management system and the website; therefore, we will keep them as the sole vendor for these services.

**PART III: SUPPLEMENTAL INFORMATION**

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**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).


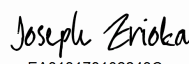
 Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

 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):			
Typed Name:	Julie Horn	Date:	2/1/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	2/29/2024