



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE PROCUREMENT SERVICES**  
 STATE OF MAINE

**PROCUREMENT JUSTIFICATION FORM (PJF)**

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		DACF, Bureau of Agriculture, Ending Hunger Corps	
Department Contract Administrator or Grant Coordinator:		Kim L. Lengert, Program Director, Ending Hunger Corps	
(If applicable) Department Reference #:		N/A	
Agency Department Code:	01A	Advantage CT / RQS #:	CT 01A 20230414*2707
Amount: (Contract/Amendment/Grant)		\$ 10,500.00	
CONTRACT	Proposed/Original Start Date:	6/1/2023	Proposed/Most Recent End Date: 5/31/2026
AMENDMENT	New Effective Date:	6/1/2026	New End Date (if Applicable): 5/31/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		America Learns, Los Angeles, CA	
Brief Description of Goods/Services/Grant:		Data management specific to AmeriCorps VISTA grant programs	

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 checked="" 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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>Ending Hunger Corps serves as a state intermediary for a federal grant to provide AmeriCorps VISTAs to organizations through the State in accordance with Maine’s legislated initiative to end hunger by 2030. The collection of specific data from each individual VISTA and site location is required for Ending Hunger Corps to remain compliant with federal grant reporting and to provide data to demonstrate progress in accord with State legislation and Departmental reporting.</p> <p>The purpose of this amendment is to provide the annual license with standard increase with continued discount applied.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	<p>The abilities and function of this software caused its classification as a single source vendor. There are only two software companies in the United States offering a product specifically to maintain records for AmeriCorps grant programs: AmericaLearns and OnCorps, but only one meets the varied needs of Ending Hunger Corps. Affecting the identity of AmericaLearns as a single source vendor is its unique abilities to conform to the non-standard design of Ending Hunger Corps: 1) our members are not “in-house”, but serve at different organizations throughout the state doing a variety of different development/capacity building tasks; 2) under terms of our grant, our program is both responsible for the performance of the Members and assimilation of their data to justify the grant; 3) we do not provide computers or phones to Members working at other organizations, that is the responsibility of the host organization; 4) there is no consistency among programs in the assigned duties of our Members or equipment provided; 5) the data is used to demonstrate progress towards the legislated goal to end hunger in Maine; 6) Members serve either 3 months or one year terms based on which arm of our program they serve under; 6) the Members collect different forms of data based on the sites that they serve at; and 7) unlike other State programs our Member start at varying times during the year. These variances in Ending Hunger Corps require adaptable software to facilitate required data collection. Unlike the other program, AmericaLearns customizes its software to our needs without additional cost. It has been used for several years by our programs and is the software of choice due to ease of use, accessibility through a variety of operating systems, data availability to individual host systems, the ability to customize reports, and a dedicated software support contact among other reasons. At present, that there still is only one other software designed for AmeriCorps programs, and its functionality is still lightyears behind; the cost is still not definitive as every change to attempt matching program needs is an additional, undefined amount, there is no specific tech support, and the general response of programs that use the alternative are consistently unsatisfied.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The cost of America Learns is consistent with previous year. The costs associated with this would be paid through Ending Hunger Corps allocated budget.</p>

**PART III: SUPPLEMENTAL INFORMATION**

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

The Department plans to competitively procure this service in the future should a comparable program become available; presently Ending Hunger Corps staff reviews available services throughout the year, monitoring updates, reviews, and whether there are any new programs introduced. Additionally, prior to each renewal the Program Director specifically checks with other programs as to any new data resource software that may have been introduced, what software they are currently using, and satisfaction levels with the software.

**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) or (026) – 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); CONTRACT WITH THE STATE**

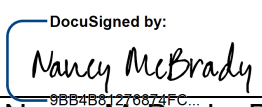
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Nancy McBrady, Deputy Commissioner	Date:	4/23/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by: <i>John Spier</i> 2A1D91BCA418470...		
Typed Name:	John Spier	Date:	4/24/2026