



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:		DAFS/OSC	
Department Contract Administrator or Grant Coordinator:		Sandra Royce	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,250	Advantage CT / RQS #:	20220322000000001043
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	09/01/2018	Effective Date:
	Previous End Date:	08/31/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		F.H. Black & Co 16053 Greenhow Ct Oyama, BC V4V 2E6 CA	
Brief Description of Goods/Services/Grant:		5 years of extended support for Caseware Software	

### 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

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.

To add additional years for the "extended user support" for OSC annual financial reporting software - Caseware.

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

F.H. Black is the sole provider. BPO 18F 20180824\*193

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

Per discussion with vendor. They offered a 5-year rate which is only a \$500 annual increase over the prior contract.

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

F.H. Black is the sole provider of the extended support.


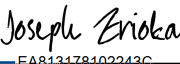
### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

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

No – If No, proceed to Part VI

### PART V: APPROVALS

Signature of requesting Department's Commissioner (or designee)		By signing below, I signify that I approve of this procurement request.	
		DocuSigned by:	
Printed Name:	Heather Perreault	Date:	4/13/2022
Signature of DAFS Procurement Official:			
Printed Name:		Date:	5/11/2022