



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:		DACF, Commissioner, Ending Hunger Corps	
Department Contract Administrator or Grant Coordinator:		Kim L. Lengert, Ending Hunger Corps Program Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,250.00	Advantage CT / RQS #:	CT 01A 20230414*2707
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date: 5/31/2024
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:		America Learns Northridge, 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 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.

Ending Hunger Corps [EHC] serves as a state intermediary for a federal grant to provide AmeriCorps VISTAs to organizations throughout the State in accordance with Maine's legislated initiative to end hunger by 2030. This process requires the collection of off-site data from each individual location and VISTA to allow EHC to maintain compliance with federal grant reporting requirements, as well as to provide adequate data to ensure progress in accord with State legislation and Departmental reporting.

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

Currently only two vendors provide software programs specific to the reporting requirements of the federal grant EHC has through AmeriCorps. EHC has met with and evaluated the software of both vendors, America Learns and OnCorps. Based on experiential evaluation and self-initiated conversations with other users, America Learns provides more accessible data collection through a more accessible format and appearance, which is critical as a variety of statewide organizations will be entering data through the interface. America Learns operates both via computer interface and app for greater access to data entry; provides modifications without additional cost; collects a greater variety and specificity of data; provides training for both EHC staff and the statewide organizations without additional cost; and the software includes VISTA and site training modules within the design of the program. Upon evaluation it was found that OnCorps cannot provide the specific data required for the structure of EHC; the interface is complicated and antiquated, which will make compliance by both VISTAs and sites difficult; program modifications, technical support, and training would require additional fees for which a cost schedule was requested but not provided.

Due to the accessibility, adaptability and lack of additional costs associated with America Learns versus OnCorps, evaluation has shown that many state and local organizations have switched from OnCorps to America Learns.

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

It is difficult to determine the actual cost differential between the programs available as determining the true cost of OnCorps is dependent upon factors not revealed, including but not limited to: cost of modifications, training for sites, VISTAs, and EHC staff; possible loss of federal funding due to absence of data provided by sites, loss of site fees should the software requirement be cumbersome for site staff, etcetera.

The cost requested through this PJF for America Learns would be paid through EHC's allocated budget.

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

Continued monitoring will include both reviews on changes to existing program providers as well as awareness of any new providers, with program comparisons to occur prior to decision for the next term.

**PART III: SUPPLEMENTAL INFORMATION****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 V.**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Randy Charette</i>		
Typed Name:	Amanda E. Beal, Commissioner	Date:	5/3/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	5/5/2023