



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/Bureau of Parks & Lands	
Department Contract Administrator or Grant Coordinator:		Gena Denis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,500	Advantage CT / RQS #:	CT 01A 20180511*3547
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	7/1/2024
	Previous End Date:	New End Date:	6/30/2025
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		James Rea Bowdoinham, ME	
Brief Description of Goods/Services/Grant:		Professional Computer Program and GIS Services	

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. 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.

Jim Rea has the necessary background of working with our staff and programs and the ability to continue support for MS Access for critical databases for the Bureau's Programs. No new development or enhancements will take place as we migrate to SQL and spatially enable our business data with the current GIS platform. Bill Mason and Pat Couture support and approve this request. This contract is to continue maintenance and support of our Microsoft Access applications as we migrate them to an OIT approved platform.

Submerged Lands: Continued Maintenance and Support of the Submerged Lands Access and Structures Database. Continued support for streamlining their business process using the SQL application and assisting with GIS tool kit.

Off-Road Vehicle Division: Continued support for the migration of the access applications to the newly adopted SQL back end and help team transition to the new tool and app/dev develop reporting forms.

Parks: Continued for the Parks application currently only hosted in Microsoft Access and assist in the migration to the SQL environment and where applicable assist in spatially enabling business data. Assist in migrating the Campsite Google Tool to an approved ESRI tool for future web application use. Continued Maintenance and support, fixing gremlins and help in generating necessary reports for program needs.

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

Jim Rea has the necessary background of working with our staff, programs, the ability to write MS Access codes and SQL plus knowledge of GIS for critical databases in the Bureau, such as the parks asset and inspection databases, and the submerged lands program applications.

Jim has the experience and history with the bureau programs, staff skill sets in computer use and the bureaus' data which saves time and money. Other vendors would take quite a while to get familiar with the bureau's legislative mandates, program data, senior managers, staff computer using skill sets, operating procedures and our business process needs.

The structure of the applications, queries, forms, and reports have been developed over many decades as requests for information have changed, audit inquiries and legislative reporting. It is a significant effort to familiarize our new computer programming staff with our operational procedures, business practices and needs for reporting. A new support person will be assigned as time and resources allow, Jim will continue to support program applications as regulations change both from a federal and state level. This is considerable savings while we migrate these applications into the OIT model of supportable and preferred environment or platform.

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

The contract is less than other vendors since Jim Rea is already familiar with all the staff, senior managers, program requirements, data, software, hardware, and program information for this department. We have successfully begun to pass to OIT our applications and converted them into the OIT sanctioned environment. This amendment will allow us to extend that work and continue to work with OIT's App/Dev team as time and resources allow to continue our transitions.

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

PART III: SUPPLEMENTAL INFORMATION

We are not currently looking to foster future competition. We are just trying to continue with maintenance and support for our not supported by OIT Microsoft Access Applications. We are not looking to develop new applications. Everything we've researched over the last several years has been cost-prohibitive with an agencies budget as small as ours. We hope to pass off much of this work to OIT's Application and Development Team as soon as time and resources allow. This contract amendment has been sanctioned by OIT.

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

Does this request utilize ARPA/MJRP funds?

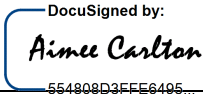
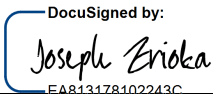
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <small>DocuSigned by: Aimee Carlton 554808D3FFE6495...</small>		
Typed Name:	Aimee Carlton	Date:	5/1/2024
Signature of DAFS Procurement Official:	 <small>DocuSigned by: Joseph Zrioka EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	5/1/2024