



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/BABLO	
Department Contract Administrator or Grant Coordinator:		Michael Boardman	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 66,300	Advantage CT / RQS #: 18L 20230328*2479
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	4/17/2023	Effective Date:
	Previous End Date:	4/17/2025	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Computronix, 3900 S. Wadsworth Blvd., Suite 510, Lakewood, CO 80235	
Brief Description of Goods/Services/Grant:		Extending end date of the contract, changing agreement administrator, scope swap, adding items not in the RFP to the scope of the project, increasing agreement cost.	

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 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 start date of the project was pushed back, and the vendor needs additional time to comply with deployment certification. Go-live will now be on September 6, 2024, and the new warranty end date will be September 15, 2024.

Changing the agreement administrator to Michael Boardman.

Swapping items in and out of scope by adding items not in the original RFP and removing items that are no longer needed with no additional cost.

Adding items critical to the Division that were not in the RFP to the scope of the project, increasing the agreement cost by \$66,300.

1. Creating functionality to record territory agreements between suppliers and wholesalers and prevent dual distributorships without staff review.
2. Adding the option to allow licensees/applicants to utilize credit balances.
3. Saving a copy of mass e-mails on each licensee's record.

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

The vendor is modernizing the Division's business practices and these are enhancements that need to be a part of the solution.

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

This is a fixed-price quote for labor costs proposed by the vendor reviewed by the Bureau and Project Management Office.

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

The agreement allows for a 4-year renewal in 2025 and another in 2029. After expiration, the Bureau will go back out to RFP.

### 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.

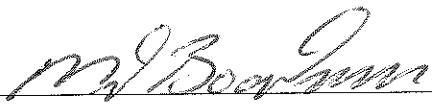
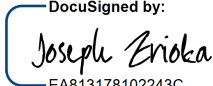
No – If No, proceed to Part V.

**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:	Michael Boardman	Date:	02/08/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/12/2024

