



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 \$5,000 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, Ending Hunger Corps Program Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000.00	Advantage CT / RQS #:	CT 01A 20230414*2707
<b>CONTRACT</b>	Proposed Start Date:	Proposed End Date:	
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	6/1/2025
	Previous End Date:	New End Date:	5/31/2026
<b>GRANT</b>	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. 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 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. The collection of specific data from each individual VISTA and site location and VISTA is required to allow Ending Hunger Corps to maintain compliance with federal grant reporting and to provide adequate data to ensure progress in accord with State legislation and Departmental reporting.

The Purpose of this Amendment is to provide the annual license with standard increase and continued discount applied.

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

Only two vendors provide software programs specific to the reporting requirements of the federal grant Ending Hunger corps has through AmeriCorps. Ending Hunger Corps has met with and evaluated the software of both vendors, AmericaLearns and OnCorps, as well as maintaining awareness of any further developments offered by both. Based on experiential evaluation and self-initiated conversation with other users, AmericaLearns was selected as it is the only provider of the two potential Vendors that meets all of the Department’s needs. The software program: 1) provides more accessible data collection via multiple operating systems/equipment in accessible format and appearance, which is critical as a variety of statewide organizations will be entering data through the interface; 2) provides program updates and modifications to meet emerging program needs without additional cost; 3) collects a greater variety and specificity of data; 4) solely provides training for both Ending Hunger Corps staff and the statewide organizations without additional cost; and 5) evaluation has shown that many state and local organizations have switched from OnCorps to America Learns due to the accessibility, adaptability, and lack of unknown additional costs.

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

The cost of AmericaLearns is consistent with the previous year with a continuing discount of the advertised base price. The cost requested through this PJF for AmericaLearns would be paid through Ending Hunger Corps allocated budget.

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.

**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.

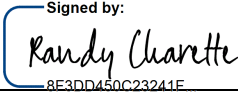
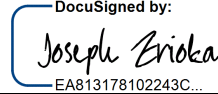
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 <p>Signed by: Randy Charette 8E3DD450C23241E</p>		
Typed Name:	Randy Charette	Date:	5/29/2025
Signature of DAFS Procurement Official:	 <p>DocuSigned by: Joseph Zrioka EA813178102243C...</p>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	5/29/2025