

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Inland Fisheries and Wildlife/Wildlife Resource Assessment Section		
Department Contract Administrator or Grant Coordinator:	Don Katnik Brenda Lord, Wildlife Secretary		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$50,000.00	Advantage CT / RQS #:	09A-20170103*2023
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/6/2017	Effective Date:
	Previous End Date:	2/5/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Timmons Group, 1001 Boulders Parkway, Suite 300, Richmond, VA 23225		
Brief Description of Goods/Services/Grant:	Continue to host and support the Citizen Science Web Portal and assist the Department with transitioning the Portal to a state of Maine web server		

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
X	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

PART III: SUPPLEMENTAL INFORMATION
Please respond to ALL of the following:
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.
The contract is being extended through 6/30/2023 so the existing Citizen Science Portal will remain functioning through the end of the Maine Bird Atlas project in the spring of 2023. After that, Timmons Group will assist with the Department and OIT with moving the Portal from their server to a state of Maine web server.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

Timmons Group was selected through a competitive RFP process in 2017 to build a Citizen Science web portal. That experience makes Timmons Group the best choice for continuing to support and maintain the Portal and to assist with transitioning the Portal to a state of Maine web server.

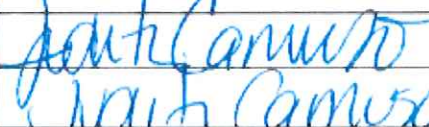
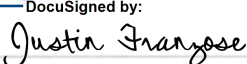
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The funding was allocated based on the competitive bid process.

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

In 2023, the state of Maine will take over hosting and supporting the web Portal – no additional contracted services related to this Portal will be needed after that.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Nath Camuso	Date:	6/2/21
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AFEP9C76SA804E</small> JUSTIN FRANZOISE	Date:	6/7/2021