

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:		Bureau of Parks & Public Lands	
Department Contract Administrator or Grant Coordinator:		Gena Denis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 32,000.00	Advantage CT / RQS #:	CT 01A 20180511000000003547
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1 July 2018	Effective Date:
	Previous End Date:	June 30, 2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		James C. Rea 29 Piper Landing Lane Bowdoinham, Maine 04008	
Brief Description of Goods/Services/Grant:		Professional Computer Programming and GIS Services addressing support computer programming needs for the Bureau of Parks & Public Lands Programs and other department staff.	

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.

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PART III: SUPPLEMENTAL INFORMATION

Jim Rea has the necessary background of working with our staff and programs and the ability to write programming codes in MS Access for critical databases for the Bureau's Programs. Bill Mason and David Poulin support and approve this request and approve.

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. Develop procedure for integrating submerged lands structure locations and data with marine chart plotters for locating the structures while inspecting from the sea. Support spatial display of lease/easement locations on various platforms. Migrate Access applications to fix any scripts or reporting errors.

Off-Road Vehicle Division: Continued support for the ATV and Snowmobile Grant Tracking Applications. Help and Train (new) staff in the functionality and report ability within the applications. Create new reports, queries and export information for Legislative requests.

Lands: The LARD database managing hundreds of properties across state parks and public lands managed properties as needed. Continue serving on Mobile Development Team to help troubleshoot and direct field activities using mobile technology. Support BP&L staff developing a single application and work through all reporting functionality to include GIS/GPS data for program needs for reporting.

Parks: He's also familiar with the Parks asset inventory and inspection database needs. He wrote our People and Journal database applications. Continued Maintenance and support, fixing gremlins and help in generating necessary reports for program needs. Campsite Reservations, both Family and Group Camping, Web Application featuring photos of our camp sites in the reservations program. Continue serving on Mobile Development Team to help troubleshoot and direct parks field activities using mobile technology.

Community Recreation: Continue with the implementation of Mobile Device support for field inspections of Land and Water Conservation Sites and Recreational Trails Program. Continue maintenance and support of the Access database and GIS links that track these programs, funding, projects, inspections, and annual letters to program sponsors. Train and support new staff in geospatially enabled points, tracks and pictures.

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

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 LARD database, parks asset and inspection databases, and the Submerged Lands program application.

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.

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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 as time and resources allow to continue our transitions.

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

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: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> <i>Aimee Carlton</i>		
Printed Name:	Aimee Carlton	Date:	6/8/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzone</i>		
Printed Name:	Justin Franzone	Date:	6/10/2021