



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:		Department of Agriculture, Conservation and Forestry	
Department Contract Administrator or Grant Coordinator:		Greg Lord	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ \$200,000	Advantage CT / RQS #:	CT 01A 20190611-3817
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2019	Effective Date:
	Previous End Date:	6/30/2022	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, Virginia 23225	
Brief Description of Goods/Services/Grant:		Provide improved user experiences, GIS data development, and ongoing software maintenance and support for Maine FOResT (software application).	

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.

Provide improved user experiences to increase the use of FOResT for forest harvesting operations which allows for better forest management and better assistance to landowners.

Development of a GIS integrated database to allow mapping of activities. This allows the landowners to add harvest/construction data on an interactive map helping our state foresters to quickly see where the harvest/construction occurs.

Provide software maintenance and support for the following application, (the "Software/Application") Maine FOResT

Support includes the response to and resolution of CUSTOMER-encountered problems with the Software as reported to CONSULTANT by CUSTOMER. Resolution of CUSTOMER-encountered problems shall consist of (1) maintenance provided through electronic support; (2) correction of any defect in the Software program that materially and adversely affects the use of the Software; or (3) delivery of bug fixes or workarounds limited to the current or immediate prior Software release. Support also includes enhancements to existing features as requested by CUSTOMER.

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

The Timmons Group developed the Maine FOResT application and have a complete knowledge of this application to successfully support and maintain it and develop additional features for mobile applications and interactive mapping of activities.

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

The costs are based on the current rates in the contract which went through the RFP process.

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

We plan to work with the Timmons Group for further development of the FOResT application but will go through the competitive process for any new or different future software application development as needed.

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



Does this request utilize ARPA/MJRP funds?

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

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:</small> 		
Typed Name:	<small>20AF3A2882BB4AA...</small> Amanda E. Beal	Date:	5/27/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>EA813178102243C...</small> Joseph Zrioka	Date:	6/2/2022