



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:	Bureau of Motor Vehicles		
Department Contract Administrator or Grant Coordinator:	Jonathan Doody, MA II		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,000	Advantage CT / RQS #:	20220607000000001432
CONTRACT	Proposed Start Date:	6/6/2022	Proposed End Date: 8/31/2022
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Passerelle Data 22 Monument Sq, Suite 202, Portland, ME	
Brief Description of Goods/Services/Grant:		Tableau software training	

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 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.	This training will assist in developing staff skillsets for utilizing the Tableau software platform.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Passerelle is the current provider of the software, and is in the best position to provide necessary training.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Contract rate is calculated at \$145 per hour, while the standard rate is \$175 per hour.
4. Describe the plan for future competition for the goods or services.	If similar trainings are offered by other entities, the competitive bid process will be used.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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):	<i>Catherine Curtis</i>		
Typed Name:	Catherine Curtis	Date:	6/7/22
Signature of DAFS Procurement Official:			
Typed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	6/9/2022