



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Chris Arbour Kim Carson		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 59,168	Advantage CT / RQS #:	03A 20210721*0137
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	8/1/2021	Effective Date:	8/1/2023
	Previous End Date:	7/30/2023	New End Date:	7/31/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		United Way of Kennebec Valley Augusta, Maine		
Brief Description of Goods/Services/Grant:		Click or tap here to enter text. Administer the 2023 Maine State Employees Combined Charitable Appeal (MSECCA)		

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.

MSECCA was established to allow a single, coordinated campaign to encourage financial support from State employees and retirees for various qualifying charitable agencies. MSECCA ensures public accountability to contributing state employees and retirees and provides them with the opportunity to support a variety of organizations with a single charitable monetary gift spread over an entire year, if desired.

The administration of this campaign requires a significant time commitment and it has always been administered for the State of Maine by an outside firm.

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

Click or tap here to enter text. The MSECCA policy manual has a requirement under Chapter 3 that the firm hired has to have a physical presence in Augusta, and since there has been only one firm in Augusta that can do this work it has not been put out to bid and sole sourced to the United Way.

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

Funds for this contract will be unencumbered as the Provider will draw the needed funds directly from the 2022 MSECCA donations. The vendor has not sought an increase for this service since they resumed administrative duties of MSECCA in 2016. Given the rising cost of living and inflation, they have requested the fee be increased by 15% to support the increase in pay to the director of finance and operations during that same time period. 15% is significantly less than the 25% actual increase in salary that the position has actually incurred since 2016. The Department feels the above rate is fair and reasonable.

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

We will continue to research other entities that could provide this service while following the guidelines of the MSECCA manual. At the present time the United Way is the only group that provides this type of service.

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

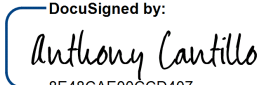
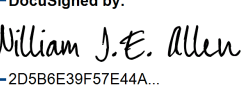
Does this request utilize ARPA/MJRP funds?

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):	DocuSigned by:  <small>8E48CAE90CCD407...</small>			5/25/2023
Typed Name:	Anthony Cantillo, Deputy Commissioner	Date:		
Signature of DAFS Procurement Official:	DocuSigned by:  <small>2D5B6E39F57E44A...</small>			
Typed Name:	William J.E. Allen	Date:	5/31/2023	

NOI 0620230530 06/01/2023 - 06/07/2023