



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:		DACF/Animal Welfare Program	
Department Contract Administrator or Grant Coordinator:		Ronda Steciuk	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$19,000.00	Advantage CT / RQS #:	RQS 01A 20230616*1575
CONTRACT	Proposed Start Date:	6/15/2023	Proposed End Date: 6/15/2024
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:		24 Petcare (PetHealth, Inc), Rolling Meadows, IL	
Brief Description of Goods/Services/Grant:		PetPoint Shelter Management Software for Animal Welfare Program	

### 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.

PetPoint shelter management software provides case management for animal welfare cases and a statewide database for dog licensing and dangerous dogs as required by Title 7 Sec 3923-G. The product will allow AWP to meet established standards for documenting enforcement cases.

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

The vendor is uniquely qualified and brings exceptional expertise in meeting animal welfare case management, dog licensing needs, and spay/neuter voucher management in one database with photo and document uploads for every person and animal in the system. PetPoint is the most widely used animal welfare software, including animal welfare organizations, cities, towns, and counties throughout North America, and many of our current shelter partners who house animals seized by the state already use this system allowing for animal record transfers from organization to organization.

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

The rates are fair and reasonable for the number of needs it meets for AWP.

Other options reviewed:

Shelter Buddy (Australia based)-has similar features but is based outside of the US and puts caps on the number of users.

Shelter Luv- focused on adoptions and fundraising, does not suit all of AWP's needs.

PetFriend- focused on adoptions only, does not suit all of AWP's needs.

Chameleon- has similar features but is less user-friendly, also owned by PetHealth, Inc.

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

We plan to implement Pet Point on a provisional, one-year basis. As a fully functional, off-the-shelf product, PetPoint can meet AWP's needs in time for the 2024 registration season. That will allow ongoing evaluation, and if necessary, an RFP can be issued for future years.

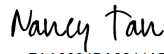
### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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):	<i>Amanda E. Beal</i>		
Typed Name:	Amanda E. Beal	Date:	6/21/2023
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>7AA9094BA0244AB...</small> </div>		
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	6/27/2023