



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:		Inland Fisheries and Wildlife/Wildlife Division	
Department Contract Administrator or Grant Coordinator:		Don Katnik Diana Harper	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 6,800.00	Advantage CT / RQS #: 09A-20170103*2023
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>2/6/2017</b>	Effective Date: 2/6/2017
	Previous End Date:	<b>6/30/2023</b>	New End Date: 6/30/2024
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, VA 23225	
Brief Description of Goods/Services/Grant:		Continue to host and maintain the SWAP CAT tool.	

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.

The contract is being extended through 6/30/24 to host and maintain the SWAP CAT tool.

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

Timmons Group was selected through a competitive RFP process in 2017. That experience makes Timmons Group the best choice for continuing to support and maintain the SWAP CAT tool.

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

The funding was allocated based on the competitive bid process.

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

We expect to deprecate this tool over the next year but need to continue having it available until then. Because Timmons Group built this online tool and has been hosting it on their company web server for several years already, it would not be cost-effective to migrate the tool now to a different company's web server until it is deprecated. Thus, there is no plan for future competition for this 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):

*Timothy Peabody*  
Timothy Peabody (Jun 20, 2023 11:51 EDT)

Typed Name:

Timothy Peabody

Date:

Jun 20, 2023

Signature of DAFS  
Procurement Official:

DocuSigned by:  
*Joseph Brioka*  
EA813178102243C...

**Procurement Justification Form (PJF)**

Typed Name:		Joseph Zrioka, Director of IT Procurement	Date: 6/28/2023

Service contract does not have OIT policies. working with department to add OIT policies for future contracts and amendments.







# Timmons Group 20170103-2023 PJF

Final Audit Report

2023-06-20

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