



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DACF- Bureau of Parks & Public Lands (BPL)	
Department Contract Administrator or Grant Coordinator:		Gena Denis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$21,500.00	Advantage CT / RQS #:	CT 01A 2018051100000003547
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	7/1/2025
	Previous End Date:	New End Date:	12/31/2025
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		James C. Rea 29 Piper Landing Lane Bowdoinham, Maine 04008	
Brief Description of Goods/Services/Grant:		Professional Computer Programming and GIS Services addressing support computer programming needs to transfer and train to MainIT for the Bureau of Parks & Public Lands (BPL) Programs.	

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 contractor has the necessary background working with our staff and programs, and the ability to write programming code in MS Access for critical databases for the Bureau’s Programs. MainelT staff support and approve this request. This contract is to continue maintaining and supporting our Microsoft Access applications and training MainelT staff as we migrate them to an OIT-approved platform.

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

This is a six-month extension to train the MainelT replacement. The vendor is the creator, originator, and designer of all of these applications for BP&L, both in Access and GIS. His 40+ year history with our agency makes his efforts intrinsically valuable to training the new MainelT resource.

The structure of the applications, queries, forms, and reports have been developed over many decades as requests for information have changed, audit inquiries and legislative reporting. It is a significant effort to familiarize our new computer programming staff with our operational procedures, business practices and needs for reporting. A new support person will be assigned as time and resources allow, for training to support program applications as regulations change both from a federal and state level. This is considerable savings while we migrate these applications into the MainelT model of supportable and preferred environment or platform.

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

The contract is less than other vendors We have successfully begun to pass our applications and converted them into the OIT sanctioned environment. This amendment will allow us to extend that work and continue to work with OIT as time and resources allow us to complete the transition to MainelT.

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

We are passing the applications developed and the spatially enabled data to MainelT’s Application Development team. Comparable job classifications through the KSI resource augmentation program are significantly higher. Should we need additional resources in the future, we will use MainelT’s managed service program for resource augmentation.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

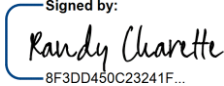
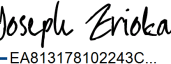
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	Signed by:  <small>8F3DD450C23241F...</small>		
Typed Name:	Randy Charette	Date:	6/11/2025
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/13/2025