



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:		Department of Agriculture, Conservation and Forestry	
Department Contract Administrator or Grant Coordinator:		Greg Lord	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 300,000	Advantage CT / RQS #:	CT 01A 20250611-3128
CONTRACT	Proposed Start Date:	6/1/2025	Proposed End Date: 6/30/2028
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:		Timmons Group, 7053 Celebration Park Ave, Suite 300, Richmond, Virginia 23225	
Brief Description of Goods/Services/Grant:		Provide ongoing support and development of the Maine Forest Service's Forest Online Resource Tool (FOResT)	

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.

The Timmons Group has been working with the Maine Forest Service for five years to develop the FOResT application. They have proved to be very professional and capable of developing an application that supports the Maine Forest Service’s need for an online system for the public to file Forest Operations Notifications and annual Landowner Reports.

Since the Timmons Group developed the FOResT application, they are best suited to continue development and improvements to FOResT. To change developers at this time would cause a real burden and hardship to Maine’s regulatory community that is now familiar with using FOResT. The continued support from the Timmons Group on the maintenance and enhanced development of the FOResT application is critical to successfully support forestry operations and be compliant with the regulatory requirements.

Overall goal is for the Timmons Group to provide software maintenance and support for the following application, (the “Software/Application”) Maine FOResT.

Support includes the response to and resolution of CUSTOMER-encountered problems with the Software as reported to CONSULTANT by CUSTOMER. Resolution of CUSTOMER-encountered problems shall consist of (1) maintenance provided through electronic support; (2) correction of any defect in the Software program that materially and adversely affects the use of the Software; or (3) delivery of bug fixes or workarounds limited to the current or immediate prior Software release. Support also includes enhancements to existing features as requested by CUSTOMER.

The Timmons Group has always addressed any issues in a very timely manner to keep the FOResT application running efficiently for public use. They have in depth knowledge of the State and Maine Forest Service requirements.

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

The Timmons Group developed the Maine FOResT application and has a complete knowledge of this application to successfully support and maintain it and develop additional features for mobile applications and interactive mapping of activities. To change developers at this time would cause a real burden and hardship to Maine’s regulatory community that is now familiar with using FOResT. The continued support from the Timmons Group on the maintenance and enhanced development of the FOResT application is critical to successfully support forestry operations and be compliant with the regulatory requirements.

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

The Timmons Group is the developer of the FOResT application and best suited to maintain it and continue developments and improvements. The rates are comparable or lower than other similar vendors.

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

We plan to work with the Timmons Group for further development of the FOResT application but will go through the competitive process for any new or different future software application development as needed.

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.

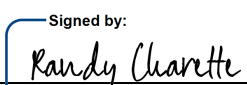
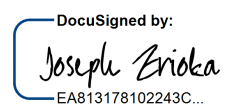
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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):			
Typed Name:	Randy Charette, Deputy Commissioner	Date:	6/12/2025
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/13/2025