



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 \$10,000 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:		Administrative and Financial Services/Maine Revenue Services	
Department Contract Administrator or Grant Coordinator:		Lisa Whynot	
(If applicable) Department Reference #:			
Agency Department Code:	18F	Advantage CT / RQS #:	18F 20260122*1588
Amount: (Contract/Amendment/Grant)		\$18,250	
CONTRACT	Proposed/Original Start Date:	2/1/2026	Proposed/Most Recent End Date: 11/30/2026
AMENDMENT	New Effective Date:	5/15/2026	New End Date (if Applicable): No change
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Woolpert, Inc. d/b/a Data Cloud Solutions Dayton, OH	
Brief Description of Goods/Services/Grant:		Mobile Assessor Software-Amendment to add test region to software implementation.	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

MRS's Property Tax Division is currently implementing Mobile Assessor software which will supplement the division's Vision 8 Computer Assisted Mass Appraisal (CAMA) system and provide an integrated and synchronized mobile environment in the state's unorganized territory. The amendment is to provide a testing region within the software so that the division can perform user acceptance testing and verify that the software meets business requirements prior to use in the field.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Woolpert's Mobile Assessor software is the only software of this kind that is supported by the Vision 8 CAMA system. It is essential that the mobile assessing software integrate with the CAMA system since the CAMA system is the system of record for the property tax information in the UT.

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

The cost for the optional mobile software (not scored) was requested during the CAMA system RFP process. The cost of the Woolpert Mobile Assessor software is comparable to the costs quoted by the responding vendors. The cost of the testing region is comparable to the licensing and maintenance cost of the production region.

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

MRS will include a mobile software requirement in the RFP for a CAMA system.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

DocuSigned by:

Jerome D. Gerard

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Typed Name:

Jerome D. Gerard

Exec. Director

Date:

5/21/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting
Department's Commissioner
(or designee):

Typed Name:

Date:

****OSPS Section Only****Signature of DAFS
Procurement Official:

Signed by:

Katie Boynton

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Typed Name:

Katie Boynton, Systems Analyst

Date:

5/21/2026