



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:		MCDCP/Division of Disease Prevention/WIC	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		OIT-24-4601A	
Agency Department Code:	10A	Advantage CT / RQS #:	CT-20230327000000002462
Amount: (Contract/Amendment/Grant)		Amend A: \$86,700.00 Revised: \$693,600.00	
CONTRACT	Proposed/Original Start Date:	10/1/2023	Proposed/Most Recent End Date: 9/30/2026
AMENDMENT	New Effective Date:	10/1/2026	New End Date (if Applicable): 3/31/2027
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Solutran LLC Minneapolis, MN	
Brief Description of Goods/Services/Grant:		WIC EBT Maintenance and Support Services	

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.

The Maine WIC EBT Maintenance and Support renewal contract will provide ongoing monthly support, maintenance, and an additional test environment as needed to support the fully and successfully implemented WIC EBT system for the renewal period.

This brief extension is needed to ensure that Maine WIC has continuity of EBT Processor services while a contract is being negotiated and approved by the Northeast Coalition of States EBT competitive award. Solutran is exiting the government service line but will extend the current agreement until 3/31/2027 to ensure there is time to execute the next contract, start that project and implement/convert to the new system with FIS.

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.

Maine WIC requested an extension to the current performance period to support transition to a new provider contract. The new contract will be executed based on Maine WIC participating in a consortium competitive procurement with ME SNAP, and WIC and SNAP entities from New York, Connecticut, Rhode Island, New Hampshire, Vermont, and Massachusetts called the Northeast Coalition of States. This procurement approach was approved by USDA FNS and the Department to support replacing our existing EBT Processor and system since Solutran is exiting government business lines.

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

Federal funding pays for the eWIC EBT Processor contract. The contract for monthly services was negotiated and at .39 cents Cost Per Case Month (CPCM based on tiered pricing offered to the total number of active WIC Participants in effect for the Northeast Coalition of States. Executing a contract with the awarded bidder.

The Department considers these rates to be fair and reasonable.

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

Maine will continue to partner with the Northeast Coalition of States (NCS) application consortium to acquire the best pricing available for federally mandated electronic solutions.

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

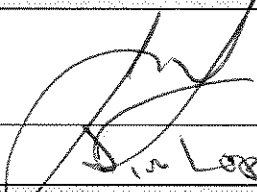
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

☒ 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):			
Typed Name:	David L. Levesque	Date:	18-May-26

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: 		
Typed Name:	Marcello Genovese	Date:	6/4/2026