



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:		Corrections, Central Office	
Department Contract Administrator or Grant Coordinator:		Scott Landry	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$56,350	Advantage CT / RQS #:	03A 20210721*0137
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date: Click or tap to enter a date.
AMENDMENT	Original Start Date:	<b>8/1/2021</b>	Effective Date: <b>8/2/2022</b>
	Previous End Date:	<b>8/1/2022</b>	New End Date: <b>7/30/2023</b>
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		United Way of Kennebec Valley Augusta, ME 04330	
Brief Description of Goods/Services/Grant:		Administer the 2022 Maine State Employees Combined Charitable Appeal (MSECCA)	

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.

MSECCA was established to allow a single, coordinated campaign to encourage financial support from State employees and retirees for various qualifying charitable agencies. MSECCA ensures public accountability to contributing state employees and retirees and provides them with the opportunity to support a variety of organizations with a single charitable monetary gift spread over an entire year, if desired.

The administration of this campaign requires a significant time commitment and it has always been administered for the State of Maine by an outside firm.

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

The MSECCA policy manual has a requirement under Chapter 3 that the firm hired has to have a physical presence in Augusta, and since there has been only one firm in Augusta that can do this work it has not been put out to bid and sole sourced to the United Way.

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

Funds for this contract will be unencumbered as the Provider will draw the needed funds directly from the 2022 MSECCA donations. The vendor has not sought an increase for this service since they resumed administrative duties of MSECCA in 2016. Given the rising cost of living and inflation, they have requested the fee be increased by 15% to support the increase in pay to the director of finance and operations during that same time period. 15% is significantly less than the 25% actual increase in salary that the position has actually incurred since 2016. We Department feels the above rate is fair and reasonable.

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

We will continue to research other entities that could provide this service while following the guidelines of the MSECCA manual. At the present time the United Way is the only group that provides this type of 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):

DocuSigned by:  
*Scott Landry*  
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**Procurement Justification Form (PJF)**

Typed Name:	Scott Landry, Associate Commissioner	Date:	6/29/2022
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Click or tap here to enter text. william J.E. Allen	Date:	Click or tap to enter a date. 7/19/2022

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