



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:		Education / Higher Education and Educator Support Services / Certification	
Department Contract Administrator or Grant Coordinator:		Angel Loredo	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$25,000	Advantage CT #:	20150707*0086
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 11/30/2022
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:		HUPP Information Technologies / Springfield, Illinois	
Brief Description of Goods/Services/Grant:		System required for connecting the Maine Educator Information System (MEIS) to the Department of Public Safety (DPS) data for background checks	

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.

This contract is required for connecting the Maine Educator Information System (MEIS) to the Department of Public Safety (DPS) data for background checks. The vendor completed the portion based on the original scope of work in 2015.

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

The vendor was awarded an initial 5-year contract under RFP 20150109 and built the current system for Maine. The initial contract stated that there was to be an initial five-year term plus two two-year renewal options. However, the renewals were not listed in the RFP. This extension would fall within the last renewal as mentioned in the contract. The Department will use the four months of this extension to outline a plan for this system and a future RFP.

The Provider has created similar systems in other states. Maine owns the Maine specific elements, but the rest of the system is proprietary. The Maine elements cannot function without the Provider's proprietary parts. Given the experience and knowledge of the vendor and that the system has proprietary elements, the vendor is uniquely situated to host and maintain the system within our timeframe needs.

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

The cost is based on a quote by the vendor to continue contracted is consistent with the current costs of the contract.

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

The Department is currently evaluating the timeframe for the next RFP. This is what the Department will be using the next four months to evaluate and plan.

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):



Procurement Justification Form (PJF)

Typed Name:	Daniel A. Chuhta	Date:	6/30/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	7/20/2022

Certificate Of Completion

Envelope Id: 06F93C932E324D12ABA736C02CE44A76	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 10.103.40.204
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

Record Tracking

Status: Original 6/30/2022 9:04:52 AM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 6/30/2022 9:04:53 AM Viewed: 6/30/2022 9:05:06 AM Signed: 6/30/2022 9:05:21 AM Freeform Signing
	
Signature Adoption: Uploaded Signature Image Signed by link sent to Daniel.Chuhta@maine.gov Using IP Address: 24.103.212.229	

Electronic Record and Signature Disclosure:
Not Offered via DocuSign

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	6/30/2022 9:04:53 AM
Certified Delivered	Security Checked	6/30/2022 9:05:06 AM
Signing Complete	Security Checked	6/30/2022 9:05:21 AM
Completed	Security Checked	6/30/2022 9:05:21 AM

Payment Events**Status****Timestamps**