



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:		DAFS / BGS, Div of Leased Space		
Department Contract Administrator or Grant Coordinator:		Jacob Tauke, Dir.		
(If applicable) Department Reference #:		MRIUS2430304		
Agency Department Code:	18A	Advantage CT / RQS # :	20250709000000000051	
Amount: (Contract/Amendment/Grant)		\$ 52,840.77		
CONTRACT	Proposed/Original Start Date:	10/1/2025	Proposed/Most Recent End Date:	9/30/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		ProLease (VC0000243862), 28925 Fountain Pkwy, Solon, OH 44139		
Brief Description of Goods/Services/Grant:		Annual subscription fee for Prolease Saas Admin Software		

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 checked="" 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. Higher Education 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.

Pro-Lease is the off-the-shelf application used by DAFS/BGS in order to manage the State's leased and owned property. It also provides a Maintenance Software for state owned properties. Pro-Lease has been available in Maine State government for the past ten (10) plus years. This action is required to cover the cost of the Admin Annual Software and Maintenance Module Fees. The State has invested in this software, and it is currently most cost effective to continue using it with occasional customizations and updates (such as this contract action), rather than seek out or design a new solution. ProCalc / Link Systems is therefore unique as the creator of this software; they are uniquely able to provide the State with its necessary upgrades from time to time. This module is another facet to the Pro-Lease system and will allow for tracking of State owned & leased facilities.

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

Pro-Lease is a software tool that is not otherwise available in State government, and given that it is an off-the-shelf program, it was more cost effective to purchase it with minor customizations rather than create a similar program with the help of DAFS/OIT.

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

The Bureau in 2018 had multiple other vendors demonstrate their similar products. ProLease remains the Software of choice until a further analysis of needs can be done. [Click or tap here to enter text.](#)

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

The DAFS/BGS team will continue to promote competition for any future procurement. Competition is the usual route taken for all space leasing, but this procurement was unique given the uniqueness of the vendor, as detailed above. The Bureau in 2018 had multiple other vendors demonstrate their similar products, all which were higher priced.

Advised department to solicit this service or use cooperative contracting to meet competitive bidding statute before then end of this contract renewal in September 2026. JAZ

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

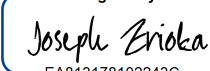
The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	Signed by:  <small>393A58C0C1F3454</small>		
Typed Name:	Brian Keezer, Dir., BGS	Date:	7/10/2025

PART VII: EMERGENCY – Required only if selecting E. Emergency Justification

The signature below indicates approval by the Commissioner or designee of this procurement request.

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

Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	Click or tap to enter a date. 7/16/2025