



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:		DVEM/MEMA	
Department Contract Administrator or Grant Coordinator:		Tammy Thayer-Hardman, Contract Grant Specialist Garrett Buzzell, Communications Manager	
(If applicable) Department Reference #:			
Agency Department Code:	15A	Advantage CT / RQS # :	2024112200000000737
Amount: (Contract/Amendment/Grant)	\$119,691.49		
CONTRACT	Proposed/Original Start Date:	8/1/2025	Proposed/Most Recent End Date: 7/31/2028
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:		ESI Acquisition, Inc. DBA Juvare 235 Peachtree Street NE, Suite 2300 Atlanta, GA	
Brief Description of Goods/Services/Grant:		WEBEOC and 27/7/365 technical support	

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 State of Maine relies on WebEOC as a critical tool for emergency management and coordination. This platform is an essential part of the state’s communication infrastructure, used during both disaster response and routine ("blue sky") operations. All State, County, and local officials expected to operate WebEOC receive training, ensuring they are prepared to use it as a primary communication and situational awareness tool. Special credentials and access are granted to members of Maine’s Emergency Response Team, as designated by Executive Order 2015-010, issued on October 14, 2015. These team members are trained according to their specific roles, allowing them to contribute effectively during emergencies. With WebEOC implemented as the State’s system of record for emergency management since 2007, MEMA would suffer an excessive burden in re-training these essential staff throughout State government.

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.

The adoption of any alternative management platform would require an excessive burden in re-training Emergency Response Team members. WebEOC is currently in use by FEMA and by agencies across all 50 U.S. states and three U.S. territories. Regionally, it is also used by emergency management agencies in New Hampshire, Massachusetts, Connecticut, Rhode Island, as well as in Ottawa and Nova Scotia. The widespread implementation of WebEOC is the only way to achieve interoperability in emergency management, allowing for communication across jurisdictions. In addition to providing real-time event notifications throughout Maine, WebEOC serves as the state’s emergency management record management system. It functions similarly to the Maine CDC’s Health Alert Network (HAN) and the Maine Department of Public Safety’s Computer-Aided Dispatch (CAD) system. WebEOC stores historical data on past incidents and houses ongoing documentation for several open federally declared disasters, serving as a vital repository of institutional knowledge and operational continuity. Migrating this repository to an alternative management platform would risk information integrity.

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

We obtained two quotes for the migration and the subscriptions for 100 users for a 3 year term. The two vendors are Esi Acquisitions Inc \$119,691.29-Insight \$126,248.30. The difference is \$6,557.01. Esi Acquisitions Inc was lower.

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

PART III: SUPPLEMENTAL INFORMATION

MEMA will either post an RFP or RFQ to solicit competitive bids for SaaS renewal following this contract term.

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.

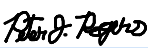
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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

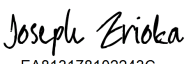
The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	 Peter.J. Rogers (Jul 24, 2025 13:19:11 EDT)		
Typed Name:	Peter J. Rogers, Director	Date:	07/24/2025

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:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	7/28/2025






PJF-ITP-244309-Esi Acquisitions

Final Audit Report

2025-07-24

Created:	2025-07-24
By:	tammy thayer-hardman (tammy.thayer-hardman@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAxAxBUgtxbXglJ2gzH-ILx9I0_levLBn_aQ

"PJF-ITP-244309-Esi Acquisitions" History

-  Document created by tammy thayer-hardman (tammy.thayer-hardman@maine.gov)
2025-07-24 - 4:27:26 PM GMT
-  Document emailed to Peter.J. Rogers (Peter.J.Rogers@maine.gov) for signature
2025-07-24 - 4:27:30 PM GMT
-  Email viewed by Peter.J. Rogers (Peter.J.Rogers@maine.gov)
2025-07-24 - 5:18:25 PM GMT
-  Document e-signed by Peter.J. Rogers (Peter.J.Rogers@maine.gov)
Signature Date: 2025-07-24 - 5:19:11 PM GMT - Time Source: server
-  Agreement completed.
2025-07-24 - 5:19:11 PM GMT

Certificate Of Completion

Envelope Id: C1F83385-1F05-4EE8-BB44-074EB44BA84B
 Subject: Complete with Docusign: PJF-ITP-244309-Esi Acquisitions - signed.pdf
 Source Envelope:
 Document Pages: 4
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 Joseph Zrioka
 joseph.a.zrioka@maine.gov
 IP Address: 64.135.139.171

Record Tracking

Status: Original 7/28/2025 1:03:48 PM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

Signer Events

Joseph Zrioka
 joseph.a.zrioka@maine.gov
 Director of IT Procurement
 State of Maine - Office of Information Technology
 Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

 EA813178102243C...
 Signature Adoption: Pre-selected Style
 Using IP Address: 64.135.139.171

Timestamp

Sent: 7/28/2025 1:08:04 PM
 Viewed: 7/28/2025 1:08:18 PM
 Signed: 7/28/2025 1:08:31 PM

Electronic Record and Signature Disclosure:
 Not Offered via Docusign

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Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Katie L. Boynton
 Katherine.L.Boynton@maine.gov
 Systems Analyst
 State of Maine
 Security Level: Email, Account Authentication (None)

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Sent: 7/28/2025 1:08:04 PM

Electronic Record and Signature Disclosure:
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Nancy Tan
 Nancy.Tan@Maine.Gov
 Deputy Director of IT Procurement
 DAFS Procurement Services
 Security Level: Email, Account Authentication (None)

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Sent: 7/28/2025 1:08:04 PM

Electronic Record and Signature Disclosure:
 Accepted: 12/17/2020 2:42:29 PM
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Carbon Copy Events	Status	Timestamp
IT Procurement Team email ITProcurement@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/28/2025 1:08:32 PM
Tammy Thayer-Hardman tammy.thayer-hardman@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/28/2025 1:08:33 PM Viewed: 7/30/2025 7:28:49 AM
Garrett Buzzell Garrett.Buzzell@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 7/28/2025 1:08:33 PM

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/28/2025 1:08:04 PM
Certified Delivered	Security Checked	7/28/2025 1:08:18 PM
Signing Complete	Security Checked	7/28/2025 1:08:31 PM
Completed	Security Checked	7/28/2025 1:08:33 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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