



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:		Maine State Library		
Department Contract Administrator or Grant Coordinator:		Lori Fisher		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 7,500.00	Advantage CT / RQS #:	RQS 94Q 20230427000000001318
CONTRACT	Proposed Start Date:	5/1/2023	Proposed End Date:	4/30/2025
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:		Foundant Technologies, Bozeman, MT		
Brief Description of Goods/Services/Grant:		Grant management software		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process	X	G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University 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 need for grants management software started with our IMLS ARPA grant of over \$2 million in FY21. In order to provide adequate grant management, tracking, and final reporting required by the federal agency IMLS, we chose Fondant after speaking with other state library agencies who regularly sub-grant IMLS monies to libraries. We have continued to use the product with our Maine Public Library Fund sub-granting to public libraries, and now need to use it to adhere to federal reporting guidelines associated with our ARPA grant monies coming to us from the Maine Department of Economic and Community Development for sub-grants to public libraries regarding telework and co-working spaces in libraries statewide.

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

We have been using Fondant for our sub-grant management needs since 2020, so both MSL staff and public libraries are familiar with the format and digital interface.

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

The cost for Foundant has increased for this next two year subscription due to our need to increase the capacity of the grant portal, because a grant we have received from Maine Department of Economic and Community Development for \$2 million (which is to be sub-granted to public libraries for telework and co-working projects in their communities). The corresponding increase in the number and breadth of sub-grants offered by MSL necessitated an increase in the software package to accommodate more applicants, interim reporting, and final reporting from sub-grantees that meets the federal reporting guidelines required by ARPA monies.

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

If desired by procurement, we can go out for RFP in FY24/25 for this service. We would prefer to keep using this platform now in order to continue without service interruption to our current sub-grant program.

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

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

By signing below, I signify that I approve of this procurement request.

Printed Name:

Lori A. Fisher
Lori A. Fisher

Date:

5/2/2023

Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA813178102243C...</small>		
Printed Name:	Joseph Zrioka, Director of IT Procurement	Date:	8/21/2023