



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:		Department of Education-Higher Education & Educator Support Services	
Department Contract Administrator or Grant Coordinator:		Erin Reinhard	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)		\$ 110,000	Advantage CT / RQS #: 20221129*1456
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	11/1/2024	Effective Date:
	Previous End Date:	6/3/2024	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 INC	
Brief Description of Goods/Services/Grant:		Educator Credentialing System	

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.

This amendment will extend services that provide the Maine Educator Information System (MEIS) for an additional year. The Hupp Informational Technologies continue to provide services for MEIS that enable the Certification Team to process educator applications for certification that yield a teaching or paraprofessional certificate. In addition, the system uploads fingerprint results from an approve third-party vendor to finishes the certification process. The system will also process renewal application of both professional and paraprofessional educators. It keeps the information of those processed. It is critical to have this under contract as soon as possible to ensure that the system remains available for Maine educators.

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

The Hupp Information Technologies was selected through RFP# 201501019 because they were able to custom make the certification system that is consistent with the Rules and Statutes of the State and were determined to be the best value. The Department is set to release a new RFP shortly and will need services to continue until the RFP process is complete and contract in place.

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

The rates are consistent with the previous contracts that was based on the RFP. The Hupp Informational Technologies, rates are as follows: \$75,000.00 for yearly licensing fee, \$35,000.00 for hosting fee. Any additional costs will be added to the agreement through an amendment. The vender will submit invoices on a monthly basis for adjustments to the system.

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

An RFP will be released late spring/early summer.

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.


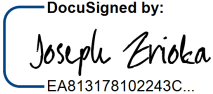
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	5/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	6/4/2024

Certificate Of Completion

Envelope Id: F1F866309AE44DFB86A80FBA65778E43	Status: Completed
Subject: Please DocuSign This Document	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 1	Initials: 0
AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.137
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Status: Original 5/28/2024 3:20:31 PM	Holder: Daniel A. Chuhta Daniel.Chuhta@maine.gov	Location: DocuSign
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Storage Appliance Status: Connected	Pool: Maine Department of Education	Location: DocuSign

Signer Events

Daniel A. Chuhta
Daniel.Chuhta@maine.gov
Deputy Commissioner
Maine Department of Education
Security Level: Email, Account Authentication (None)

Signature


Signature Adoption: Drawn on Device
Using IP Address: 198.182.163.113

Timestamp

Sent: 5/28/2024 3:20:32 PM
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Electronic Record and Signature Disclosure:
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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	5/28/2024 3:20:32 PM
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Payment Events**Status****Timestamps**