

# State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

## PART I: OVERVIEW

Department Office/Division/Program:		AOC			
Department Contract Administrator or Grant Coordinator:		Gwen DeCicco			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$14,400	Advantage CT / RQS #:	20200820000000000224		
CONTRACT	Proposed Start Date:	8/27/20	Proposed End Date:	8/27/21	
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:		Moore & Moore Enterprises, 13 Birchmere Ln, Harpswell ME 04079			
Brief Description of Goods/Services/Grant:		MEJIS / Filemaker Support			

## 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		G. Grant
	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	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

## PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

**1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

**This is used for the old case management system MEJIS.**

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## PART III: SUPPLEMENTAL INFORMATION

**2. Provide a brief justification for the selected vendor to supplement the response in Part II.**

Moore Enterprises is deeply involved in the MEJIS application and supports its structure.

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

The pricing is comparable to other vendors for similar products.

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

The MJB is working to replace MEJIS with a new updated court management system ODYSSEY.

## PART IV: APPROVALS

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

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

**Printed Name:**

*David Plourde*

**Date:**

*8/27/20*

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Justin Franzose*

**Printed Name:**

AEED9C7B3A8044E... Justin Franzose

**Date:**

9/2/2020