



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:		DHHS/OFI	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger\Stacy Martin	
(If applicable) Department Reference #:		OFI-21-135A	
Amount: (Contract/Amendment/Grant)	\$ 20,000.00	Advantage CT / RQS #:	RQS 10A 2022082600000000283
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	4/1/2022
	Previous End Date:	New End Date:	9/24/2024
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Smarty, LLC Provo, Utah	
Brief Description of Goods/Services/Grant:		Address verification Application Programming Interface (API) services	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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.

PART III: SUPPLEMENTAL INFORMATION

The Department's Office for Family Independence (OFI) is responsible for gathering and maintaining various client information and data for public assistance and eligibility determination. A client's address is one of the most critical pieces of information and data that must be verified, in order to determine an individual eligible to receive benefits. OFI collects an address from every individual client and/or household.

The Provider will implement an API solution for the OFI consisting of an Autocomplete Pro API, which presents form users with pre-validated, pre-standardized address data as a drop-down GUI when using forms. The Provider will give OFI the ability to accurately verify addresses, enter them into our system, and retain them as a part of the client's benefit case. This will provide a significant reduction in manual address entry errors and will also bring costs savings with less returned mail and mail that must be resent because the address was incorrect.

The purpose of this amendment is to extend services and add additional data privacy features.

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

Smarty, LLC ("Smarty") uses recognized United States Postal Service data, which will ensure that the address entered into the ACES system is accurate and verified. SmartyStreets updates their data on a monthly basis, coinciding with the United States Postal Service national database updates, which would ensure that OFI has all current address information at the time of entry or update.

The vendor implementing the My Maine Connection replacement system recommended this product to accompany the related system work. This product has been used in conjunction with Salesforce in previous Integrated Online Solution implementation projects, ensuring the two tools do not have any operational conflicts and expediting the integration of Smarty with ACES and My Maine Connection replacement system.

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

This would represent an approximate cost of .27 cents for verification and validation of the current 360,000+ addresses in the ACES system. The Department considers these costs to be fair and reasonable.

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

OFI will conduct research to determine if there are any other address verification systems or software that would cost less and achieve greater benefits. The Department does not intend to RFP this service.

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

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Ben Munro	Date: 8/31/22
Signature of DAFS Procurement Official:		
Typed Name:	Joseph Zrioka	Date: 9/18/2022