



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:		DAFS, MRS Property Tax Division	
Department Contract Administrator or Grant Coordinator:		Lisa Whynot	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 30,000	Advantage CT / RQS #:	ct 18f 20220912*763
CONTRACT	Proposed Start Date:	9/1/2022	Proposed End Date: 9/30/2023
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:		John E. O'Donnell & Associates, Inc. New Gloucester, ME 04260-3218	
Brief Description of Goods/Services/Grant:		Annual license/support for PTM/CFET 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 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.

John E. O'Donnell & Associates Inc. developed this proprietary billing and collection system applications. This system establishes mill rates and commits taxes for 12 counties within the Unorganized Territory (UT). The bureau has contracted with John E. O'Donnell & Associates for the past 18 years to maintain the billing and collection system.

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

The software code is proprietary in nature. Neither the bureau nor the state's information technology group has the manpower or the expertise to maintain the system.

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

Annual license and support charges are within the guidelines for previous licenses and support charges issued by John E. O'Donnell & Associates to support the proprietary software.

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

While there may be other property tax billing and collection systems on the market, it would be cost prohibitive and labor intensive to disconnect and replace the current system. It would require that 25,000 real estate and personal property accounts to be reviewed and reentered into the new system.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)


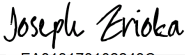
Does this request utilize ARPA/MJRP funds?

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:	Kirsten LC Figueroa, Commissioner	Date:	9/9/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Joseph Zrioka	Date:	9/18/2022