



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:		DACF / BRILUP / Maine Natural Areas Program	
Department Contract Administrator or Grant Coordinator:		Molly Docherty	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 16,000.00	Advantage CT / RQS #:	RQS-01A-20220914*0349
CONTRACT	Proposed Start Date:	9/1/2022	Proposed End Date: 8/31/2023
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:		NatureServe, 2500 South Clark Street, Suite 930, Arlington, VA 22202	
Brief Description of Goods/Services/Grant:		Biotics 5 Annual Support, FY 2023	

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 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.

Biotics is a software platform used by comparable programs in all 50 states, all Canadian provinces, and a couple dozen Latin American countries to track the distribution and status of at-risk species and habitats. In Maine, MNAP tracks plants and natural community data, and MDIFW tracks animals and their habitats. Both agencies will be using the upgraded software platform. Maine has been using Biotics and its predecessor software versions dating back to 1988. The current web-based platform has been in use for over four years and replaces an out-of-date platform that had many quirks and problems and was no longer supported by state hardware or software. Because this data is of importance to the Department as a whole, the ISTC group authorized expending a portion of the Department OIT budget for the full fee related to Biotics 5

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

There is nobody within the Department or within the State of Maine with the technical knowledge, capability, resources, support, or connectivity with other states, provinces, and countries that can set up or operate this sort of web-based database and mapping program. NatureServe is an international non-profit organization whose mission is to provide the scientific basis for effective conservation action. NatureServe and the network of state-run natural heritage programs it supports are the leading source for information about rare and endangered species and threatening ecosystems. They collect, maintain, and disseminate information according to the standard procedures, and the network contributes important information on Maine's native plant and animal species and habitats with ranges that extend beyond Maine's borders. This collective knowledge serves as a vital means of driving conservation decision through scientific data, so that everyone making natural resource decisions-including governments, corporations, landowners, foresters, and the scientific community can take biodiversity into consideration as a means to more responsibly manage natural resources.

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

Technology is expensive. These costs are well within the realm of typical costs for this type of web-based data and mapping service.

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

N/A, NatureServe's Biotics is a unique database and mapping platform.

### 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):	DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:	Amanda Beal, Commissioner	Date:	9/19/2022
Signature of DAFS Procurement Official:	DocuSigned by: <i>Nancy Tan</i> 7AA9994BA0244AB...		
Typed Name:	Nancy Tan	Date:	9/21/2022