

**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:		Maine Arts Commission	
Department Contract Administrator or Grant Coordinator:		Julie Horn	
(If applicable) Department Reference #:		94W	
Amount: (Contract/Amendment/Grant)		\$ 14,400	Advantage CT / RQS #: CT2022091200000000764
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2023
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Clearpath Innovations Inc, Auburn, ME	
Brief Description of Goods/Services/Grant:		Annual maintenance of the Commission's public website and the Commission's Grants Management 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 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.

The services rendered by vendor is essential to the Commission's primary function as a grant making agency. Their services help us maintain a constant public presence through our website which is directly linked to the grants management system for ease of making applications.

They will help us by providing the following which we could not get from any other vendor:

- Resolve errors that may be discovered while using the grant portal or website.
- Configure data needed for the regular functionality of the grant portal and websites as requested, including data used for selection fields (picklists) and user roles.
- Run queries against the grants portal database and export to Excel as requested.
- Answer questions to clarify how to use various features of the grant portal and websites.
- Implement new features in the customized software similar to other commercial grant-making packages.
- Development future versions of the software for our changing needs.

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

The Maine Arts Commission has chosen this vendor because they have entirely built and customized the software for the Commission's grant application portal and website. They have given perpetual rights to use the software at no charge to the Commission other than the cost of maintenance and custom software development as well as giving the Commission full ownership of, and rights to, the data that can be retrieved from it.

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

Approx. 15hr a month. \$80 an hr. (180 hrs annually).

The Maine Arts Commission may contact the vendor at any point to request assistance even if it falls beyond the approximate monthly hours. The vendor will provide its best-effort to resolve issues in accordance with their impact and priority.

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

Vendor reserves ownership of the software underlying the grant management system and the website; therefore we will keep them as the sole vendor for these services.

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

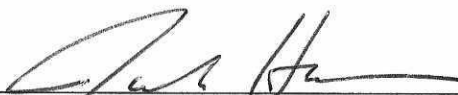

Does this request utilize ARPA/MJRP funds?

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:	Julie Horn	Date:	7/28/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>24950267B71A49A...</small>		
Typed Name:	Thomas Paquette	Date:	9/29/2022