



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:		Office of the Attorney General	
Department Contract Administrator or Grant Coordinator:		Mark Toulouse/Amanda Jacques	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$34,793.00	Advantage CT / RQS #:	RQS 26A 2022*384
CONTRACT	Proposed Start Date:	7/15/2023	Proposed End Date: 7/14/2028
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:		MainSpring, Inc. 8 East Second Street, Suite 205, Frederick, MD	
Brief Description of Goods/Services/Grant:		Filemaker database software upgrades and maintenance.	

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 purpose of the project is to procure Filemaker database software upgrades.

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

MainSpring is an IT strategy and consulting firm that arms organizations with the strategy, tools and resources to meet their individual needs. Their team of certified FileMaker consultants, developers and trainers work directly with clients to develop solutions that align with organizational requirements. OAG's Filemaker platform has not been upgraded in several years. While Mainspring's financial package was the most advantageous to the office, their offerings and attitude also left OAG IT with a strong feeling that a good fit could be achieved for a successful upgrade with minimal interruption to users and valuable training as necessary, to both users and IT staff.

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

Quotes were solicited from three vendors: DB Services, MainSpring, and Soliant. Mainspring's pricing was significantly lower than the others, and also included training services, five-year perpetual licenses and 24/7 availability. As a result, they were selected for this solicitation.

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

We will continue to check for any similar cost-effective service with the specific training and capability as the current vendor, and will again solicit multiple quotes when this RQS expires.

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
r
(or designee):



Typed Name: Mark A. Toulouse

Date: 9/23/2022

Signature of DAFS Procurement Official:	DocuSigned by: <i>Nancy Tan</i> 7AA9094BA0244AB...	
Typed Name:	Nancy Tan	Date: 9/28/2022