



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:		Secretary of State, Office of Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State	
(If applicable) Department Reference #:		Proposal ID: 1100	
Amount: (Contract/Amendment/Grant)	\$22,956.75	Advantage CT / RQS #:	20230912000000000385
CONTRACT	Proposed Start Date:	9/12/2023	Proposed End Date: 6/30/2024
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:		Webucator, Inc. 201 West Genesee Street, Suite 113 Fayetteville, NY 13066	
Brief Description of Goods/Services/Grant:		Training Classes	

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.

Training is required for development staff to keep up to date with secure coding practices and methodologies. This vendor has a variety of courses that strengthen development staff skills needed for our architecture and development projects, to ensure the Department's applications are well and securely written.

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

This vendor has provided these training services to our development staff over the past several years. Their professionalism and ability to teach and introduce current technical methodologies is needed for us to ensure we are developing and implementing with modern best practices.

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

These expenses are reasonable, and fair based on comparable analysis with other providers.

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

If other qualified vendors become available, we would review those options and move forward with a competitive bid process.

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

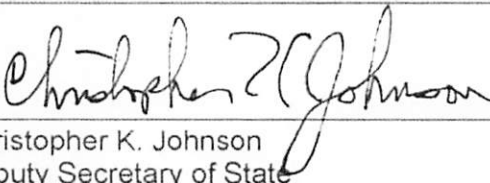
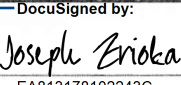
Does this request utilize ARPA/MJRP funds?

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:	Christopher K. Johnson Deputy Secretary of State	Date: 9/12/2023
Signature of DAFS Procurement Official:	DocuSigned by: 	
Typed Name:	Joseph Zrioka Director of IT Procurement	Date: 9/13/2023