



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Dept. of Agriculture, Conservation & Forestry / BRILUP / Maine Natural Areas Program	
Department Contract Administrator or Grant Coordinator:		Molly Docherty, Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,000	Advantage CT / RQS #:	RQS 01A-20240913*0411
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
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:		Nature Serve: iMapInvasives 3.0 Annual Hosting and Maintenance FY 2025	

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"/>	<del>D. Forestry/Conservation Programs</del>	<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 Provider’s iMapInvasives platform is an online, mobile-friendly, GIS-based data management platform provided to community scientists & natural resource professionals, at no cost, to share and manage invasive species information for stakeholders including presence records, treatment efforts and effectiveness, and areas where invasive species were searched for but not found. The platform is Maine’s central repository for invasive plant occurrence data enabling real-time tracking of infestations and improves management decisions to protect native species and habitats. As Admins for our jurisdiction (Maine), MNAP can customize the platform by selecting the tracked species and setting user roles and permissions. iMapInvasives is a growing, collaborative partnership of participating states and provinces, with a network of professionals and shared resources to help combat the threat of invasive species.

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

The Department does not have staff 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. The Provider 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, endangered, and threatened species and habitats, and the threats to these systems such as invasive plants. Other platforms do not have the depth and breadth of functionality that iMapInvasives has. iMapInvasives can consume and report on data from other platforms, while the Provider has extensive detailed data tracking and restricted data access.

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

The cost (\$10,000) was deemed fair and reasonable. iMapInvasives services were \$5,000 per year, from 2014-2023. In FY 2024 costs doubled to \$10,000 to accommodate expenses related to enhanced functionality and ongoing hosting and maintenance. Maine received a 40% discount from the Provider for that year totaling \$4,000, with the understanding that the full cost would be paid for FY 2025.

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

The Department does not plan to competitively procure this service: NatureServe’s iMapInvasives 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, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


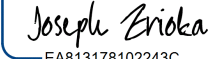
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	DocuSigned by:  8F3DD450C23241F...		
Typed Name:	Commissioner, Amanda Beal	Date:	9/16/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/26/2024

**The service is not proprietary. Other vendors could bid for the service. Please post.**