



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:		DECD/Admin	
Department Contract Administrator or Grant Coordinator:		Sharon Thomas	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$202,295.00	Advantage CT / RQS #:	CT19A20200203*2193
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	9-15-2021
	Previous End Date:	New End Date:	No Change
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		MTX, Group, Inc. 1450 Western Ave, Suite 304 Albany, NY 12203	
Brief Description of Goods/Services/Grant:		Implementing Salesforce platform for Grants Management systems at DECD	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project	X	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.
DECD in collaboration with Maine IT contracted with MTX to deliver Salesforce Grant Management platform for the various departments in DECD. The program has been created and a Change Order and Managed Services contract amendment is necessary to ensure full operation of the system at DECD.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.
Maine IT assisted and approved the procurement of this vendor.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.
Maine IT assisted and approved the contract amendment.
4. Describe the plan for future competition for the goods or services.
The Change Order amendment includes funding to train a Maine IT position who can oversee the management of this program once this contract expires.

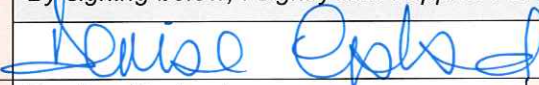
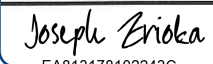
### PART IV: LATE JUSTIFICATION

1. Is the vendor currently working?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No – If No, proceed to Part V
2. If you answered Yes to question 1, explain why the vendor is working before the contract is final approved.		
<b>This is an ongoing contract through March 2022. The implementation of the system required changes not identified in the original scope. The vendor will also train Maine IT on the system so they can assist with changes once the contract expires.</b>		

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

1. Does this request utilize ARPA/MJRP Funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part VI

### PART VI: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Denise Garland	Date:	10/19/2021
	DocuSigned by:		
Signature of DAFS Procurement Official:			
	EA813178102243C...		
Printed Name:	Joseph Zrioka	Date:	10/20/2021