



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:		Dept. of Administrative and Financial Services – Maine GeoLibrary	
Department Contract Administrator or Grant Coordinator:		Brian Guerrette, Dep Director	
(If applicable) Department Reference #:		CT 18B 20210819-0403	
Amount: (Contract/Amendment/Grant)	\$ 25,000.00	Advantage CT / RQS #:	CT 18B 20210819-0403
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/26/2021	Effective Date:
	Previous End Date:	3/31/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Timmons Group, Inc	
Brief Description of Goods/Services/Grant:		Consulting Services – Strategic Plan Update	

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

Timmons Delivered the original scope deliverables (Strategic Plan Update Report) in April 2022 followed by a presentation to CIO Fred Britain. Coming out of that meeting, Timmons was requested to extend their work with the Maine GeoLibrary to include additional program narratives and messaging documents or other media to update the GeoLibrary Boards messaging around the value statement for investments and ROI for investment in geospatial infrastructure (broadly applicable GIS and Remote Sensing data) to support Maine's communities, businesses, and agency services that support Maine's citizens. The CIO, DAFS Commissioner, and GeoLibrary stakeholders will have access to these materials to use in support of requests for funding that is needed to continue the Maine GeoLibrary mission as defined by the Maine legislature. DAFS MainelT has submitted a general fund request in support of this mission as part of the FY24/25 budget process.

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

The Timmons team includes Subject Matter Experts in the subjects required to complete this additional request. Working with this team to continue the work will leverage their involvement and familiarity in developing the strategic plan materials that are foundational to this request. There is no additional transitional expense associated to ramping up knowledge as the team is already engaged.

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

Timmons has agreed to perform this additional work on a rate plus expenses basis, with a not exceed \$25,000.00 limitation. This enables the contract management team to manage the budget according to the work performed and reduces the risk to the budget. The Maine GeoLibrary has allocated the additional budget from their fund reserves to cover the costs.

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

Future work of this nature that may require contracted assistance is not expected to be so intricately linked to the current effort, but rather an extension of program plans coming out of this effort. As such we anticipate any such work will utilize a similar competitive bid process we did on this original contract. The Maine Office of GIS and the Maine GeoLibrary maintains relationships with consultants and vendors in the geospatial services community as part of our daily business.

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

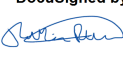
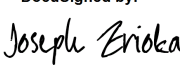
Does this request utilize ARPA/MJRP funds?

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):	DocuSigned by:  052B9AC7F56A489...		
Typed Name:	Frederick Brittain, Chief Information Officer	Date:	10/19/2022
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	10/18/2022