



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, Bureau of Motor Vehicles, Information Services | |
| Department Contract Administrator or Grant Coordinator: | | Tammy Marks, Director | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$10,084.00 | Advantage CT / RQS #: | 2023101200000000603 |
| CONTRACT | Proposed Start Date: | 10/15/2023 | Proposed End Date: 10/14/2024 |
| 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: | | The Crowley Company 5111 Pegasus Ct, Suite M Frederick, MD 21704 | |
| Brief Description of Goods/Services/Grant: | | Software maintenance and support | |

| 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.

Regular updates to the current software and hardware is needed to continue the process of scanning State of Maine documents and historical materials to be archived, along with the preventative maintenance of both software and hardware.

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

The Crowley Company is currently the vendor being used for the maintenance of the microfilm scanner software and equipment. This purchase was awarded by bid on RFQ# 29C 16050300000000000751.

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

The Maine State Archives requested a quote from The Crowley Company. The cost of the software/hardware upgrade and maintenance costs are fair and reasonable.

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

The Maine State Archives will use the competitive bid process when the software being used is no longer viable and needs to be replaced.

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):

Tammy H. Marks

Typed Name:

Tammy Marks, Director

Date:

10/12/2023

Signature of DAFS
Procurement Official:

DocuSigned by:
Joseph Zrioka

Typed Name:

EA813178102243C...
Joseph Zrioka Director of IT Procurement

Date:

10/16/2023