

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:		DHHS/MECDC/Drinking Water Program		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger		
(If applicable) Department Reference #:		OIT-23-B39A		
Amount: (Contract/Amendment/Grant)	Original: \$60,000 Amend: \$30,000 Revised: \$90,000	Advantage CT / RQS #:	BPO 10A 202206020*01110	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:	6/1/2024
	Previous End Date:	6/30/2024	New End Date:	6/30/2024
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Global Environmental Services, Inc Scottsdale, AZ		
Brief Description of Goods/Services/Grant:		SDWIS software application		

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 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	
<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>	<p>This amendment is to add funds for needed services. In the first year of the agreement, the Department requested more software support than expected. There were several pieces of software (CMDP - Compliance Model Data Portal and SWIFT - Safe Water Information Field Tool) for which required extensive assistance.</p> <p>Services include:</p> <ul style="list-style-type: none"> • Consultation to provide expert advice and technical support when staff experience data processing problems. • Creating complex data assessments to assist program staff with compliance determinations. • Troubleshooting data processing errors that are related to state-specific interpretation/application of the Safe Drinking Water Act. • Providing ad-hoc problem-solving with compliance and IT staff to guide staff to solutions to unexpected problems with the SDWIS software. • Assisting with Fed Rep installation issues as new releases become available from EPA. Assist with error report corrections. • Assisting with installation of new releases of SDWIS/State and SDWIS Prime (or the SDWIS modernization project – TBA). • Data cleanup or assistance with tasks, e.g., data verification, troubleshooting, and error resolution where any problems emerge with these new products. • Assisting the State DBA in conducting DBA activities as necessary to assist in maintaining the SDWIS database and client connectivity. <p>Other duties as requested by ME DWP.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p>	<p>Global Environmental Consulting has been working with States on compliance with the Safe Drinking Water Act. A key part of compliance for a State that uses SDWIS is the integration of software it uses with SDWIS. Current state staff does not have the necessary training and knowledge to support this system. Other states contract with GEC for this work because there is no availability of support from other public users. Maine has been using a GEC program for Water Operator Licensing for several years and has experience working with the company; GEC already has knowledge of the Maine DWP SDWIS structure.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>	<p>The hourly billing rates given in the quote are in-line with other contracts that have been in place for similar maintenance and modification work. Much business specific knowledge is necessary for the Environmental Scientist SDWIS domain expert to support this application. The rates quoted by GEC are historically lower than other available commercial rates. Note: support costs are paid only for authorized work.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>	

PART III: SUPPLEMENTAL INFORMATION

This agreement is for continued support of the software application. No significant system expansion/changes are planned. It is difficult to gauge potential opportunities for the fostering of competition for these services and even more difficult to estimate how long it would take another contractor to get up to speed, let alone the cost of doing so, since the application has always been supported by GEC. The Department does not intend to RFP this service.

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):			
Typed Name:	Ben Moore	Date:	10/9/24
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C</small>		
Typed Name:	Joseph Zrioka	Director of IT Procurement	Date: 10/23/2024