



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:		Department of Agriculture, Conservation and Forestry (DACF)		
Department Contract Administrator or Grant Coordinator:		Greg Miller		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)		\$ 9,048.19	Advantage CT / RQS #:	RQS 01A 20211027-0471
CONTRACT	Proposed Start Date:	11/13/2021	Proposed End Date:	11/13/2022
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Avenza Systems Inc, 84 Merton Street, Toronto, ON M4S 1A1 Canada		
Brief Description of Goods/Services/Grant:		Renewal of Avenza Maps Pro app for staff use on smart devices		

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.

DACF uses the Avenza mapping app to load GIS specialized georeferenced maps created in house for field work: laying out roads, trails, harvest areas for timber, recreational resource inventories, and Best Management Practices checklist for inspections of harvest work. All work would be halted until an alternative application could be procured.

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

Currently, there are no known alternatives to replacing this app at this time.

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

This is the cheapest application found to perform the job duties required. DACF is receiving bulk purchase pricing. Renewal is for 181 licenses in DACF at \$49.99 per license.

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

DACF is always searching for new applications that have been developed that could perform the same or better task that would fit out needs.


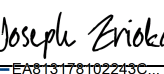
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

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):	<small>DocuSigned by:</small>  <small>8F3DD450C23241F...</small>		
Typed Name:	Randy Charette	Date:	10/29/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	11/4/2021