



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             |                               |
| Department Contract Administrator or Grant Coordinator: |                      | Greg Miller  |                               |
| (If applicable) Department Reference #:                 |                      |  |                               |
| Amount:<br>(Contract/Amendment/Grant)                   | \$ 10,858.19         | Advantage CT / RQS #:  | RQS 01A 20221028-0601         |
| CONTRACT  | Proposed Start Date: | 11/13/2022   | Proposed End Date: 11/13/2023 |
| 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:              |                      | 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.

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):

DocuSigned by:

*Randy Charette*

Typed Name:

Randy Charette

Date:

10/31/2022

Signature of DAFS  
Procurement Official:

DocuSigned by:

*Joseph Zrioka*

Typed Name:

Joseph Zrioka

Date:

11/1/2022