



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:		Public Utilities Commission	
Department Contract Administrator or Grant Coordinator:		Harry Lanphear	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 19,628.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:		IBM Corporation, P.O. Box 676673 Dallas, TX 75267-6673	
Brief Description of Goods/Services/Grant:		Subscription for ongoing service for IBM Business Automation Workflow Enterprise. Subscription is needed for the Commission's CMS system that all cases for the Commission are processed.	

### 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

## Procurement Justification Form (PJF)

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.

Subscription for ongoing service for IBM Business Automation Workflow Enterprise. Subscription is needed for the Commission's CMS system that all cases for the Commission are processed.

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

The Commission's CMS was implemented with the help of Maine IT. IBM was the vendor selected to complete the system and in the past invoices to IBM were paid directly by Maine IT and billed to the Commission. Maine IT no longer pays for this subscription directly.

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

Rates being used are consistent with those from the original service. The subscription will be funded by the Commission's existing budget.

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

The MPUC will issue an RFP if a replacement system is required in the future.

### 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):



Typed Name: Harry Lanphear

Date: 11/15/2022

Signature of DAFS  
Procurement Official:



Typed Name: Joseph Zrioka

Date: 11/15/2022