



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 Education (DOE), Office of Federal Emergency Relief Programs within the Office of Federal Programs | |
| Department Contract Administrator or Grant Coordinator: | | Dawn Kliphan, Contract/Grant Specialist Janette Kirk, Chief of Federal Programs | |
| (If applicable) Department Reference #: | | N/A | |
| Amount: (Contract/Amendment/Grant) | | \$ 45,000 | Advantage CT / RQS #: 20150519*3860 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| AMENDMENT | Original Start Date: | 7/1/2015 | Effective Date: |
| | Previous End Date: | 12/30/2024 | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | | GEM School Software, 202 Alfred Road, PO Box 623, West Kennebunk, ME 04094 | |
| Brief Description of Goods/Services/Grant: | | GEM will extend services to the DOE for the federal emergency relief grant management modules for up to 15 additional state reservation applications along with federal grant reimbursement system. | |

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

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The GEM platform is being used for all federal emergency relief programming, applications, invoicing, and modules and it has been determined that a portion of the state reservation funds will be used to support SAUs. These additional subgrant applications will need to be added as new modules to GEMS to create consistence for all federal emergency relief grants. GEMS will create up to 15 new modules that correlate to the federal grant reimbursement system. Creation of the modules involves setting up new grant pages with budgets, assurances, and related documents; setting up the reimbursement requests, and creating standard validations.

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

Amendment: This amendment will continue grant management services for all federal emergency relief funding.

Single Source/Unique: GEM has the unique and specialized knowledge and skills required to continue this work because they created and shaped the grant management system specifically to house and administer the Maine DOE's federal grants. GEM is supporting all other federal emergency relief modules.

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

Services are similar and the costs are lower or no greater than previous grant module expenses.

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

DOE issued an RFP for grant management services and awarded the contract to another organization for future grants.

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

Procurement Justification Form (PJF)

| The signatures below indicate approval of this procurement request. | | | |
|---|--|-------|------------|
| Signature of requesting Department's Commissioner (or designee): |  | | |
| Typed Name: | Daniel A. Chuhta, Deputy Commissioner | Date: | 10/19/2022 |
| Signature of DAFS Procurement Official: |  <small>EA013170102243C...</small> | | |
| Typed Name: | Joseph Zrioka | Date: | 11/23/2022 |