



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 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:		Department of Administrative and Financial Services (DAFS) Bureau of General Services (BGS) √ LJG	
Department Contract Administrator or Grant Coordinator:		Linda Greeley 207-624-7314 Linda.Greeley@Maine.gov	
(If applicable) Department Reference #:		Energy-related support services	
Amount: (Contract/Amendment/Grant)	\$ 250,000.00	Advantage CT / RQS #:	CT 18A 20241104*1149
CONTRACT	Proposed Start Date:	11/1/2024	Proposed End Date: 10/31/2026
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:		CollinsCEA LLC, VS0000029720 30 Hillside Drive New Gloucester, Maine 04260	
Brief Description of Goods/Services/Grant:		Energy-related support services, data aggregation, database/dashboard maintenance, and analyses.	

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 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 checked="" 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 existing contract between the Efficiency Maine Trust (EMT) and CollinsCEA is due to expire on 10-31-24. To continue the energy project initiated with CollinsCEA through the EMT via RFP EM-004-02023, and leverage associated funding resulting from VW settlement as transferred to the Bureaus of General Services, support services are required to continue the administration’s decarbonization efforts. The maintenance and updating of the energy database/dashboard, created by CollinsCEA, is crucial for required analyses and reporting related to energy consumption, identifying alternative opportunities, and determining next steps.

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

This vendor was selected by the EMT via RFP EM-004-02023. As the awardee, CollinsCEA established the database/dashboards and associated geographic and location integrations by energy type allowing for complex analyses and focused assessment. As such CollinsCEA has significant knowledge of the system, inputs, data controls, and reporting functionality.

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

The project was competitively bid by the EMT and there will be no increase in cost over the second two-year contract. The associated funding was transferred from the EMT to continue the project through BGS.

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

A continuation of the project will be competitively bid during Spring of 2026.

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):	DocuSigned by:  <small>2D3627019FF1432...</small>		
Typed Name:	Elaine Clark, Deputy Commissioner	Date:	11/5/2024
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	11/13/2024