



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:		ME Dept of Inland Fisheries & Wildlife	
Department Contract Administrator or Grant Coordinator:		Emily MacCabe	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$12,000	Advantage CT / RQS #:	09A-20241030000000001118
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:		Soundstripe Inc, Nashville, TN	
Brief Description of Goods/Services/Grant:		Subscription to download music and sounds for use in Department created media projects.	

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

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>
<p>Maine Department of Inland Fisheries and Wildlife produces regular outreach and marketing content for display on multiple digital platforms (YouTube, Facebook, Instagram, etc.) and has the need to purchase use rights for various audio files to utilize in this content (video and podcasts). Soundstripe offers an annual membership that allows for the purchase of audio files with use rights for this purpose. The service has been vetted and approved by MaineIT.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p>
<p>This vendor was selected because it provides the service needed AND offers a retroactive use agreement for files that have been downloaded and utilized over the past year. If another vendor were selected to be used going forward MDIFW would lose access to existing audio files and would have to remove all previously created content, which would result in a loss of critical outreach and marketing content.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>
<p>Other services were explored that had similar pricing, but none offered a retroactive use agreement.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>
<p>In the future MDIFW will continue to look for existing services offered through MaineIT or will complete a competitive bid process if the retroactive use agreement is no longer needed.</p>

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



<p>Does this request utilize ARPA/MJRP funds?</p>
<p><input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).</p>
<p><input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.</p>
<p><input checked="" type="checkbox"/> No – If No, proceed to Part V.</p>

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

<p>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.</p>
<p><input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.</p>

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	 Timothy Peabody (Nov 4, 2024 11:28 EST)		
Typed Name:	Timothy Peabody	Date:	11/04/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka	Date:	11/14/2024






PJF Soundstripe 2024-2026

Final Audit Report

2024-11-04

Created:	2024-11-04
By:	Kristina Paulhus (kristina.r.bedard@maine.gov)
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