



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-Higher Education & Educator Support Services	
Department Contract Administrator or Grant Coordinator:		Angel Martinez Loreda	
(If applicable) Department Reference #:		207-446-4283	
Amount: (Contract/Amendment/Grant)	\$ 174,165	Advantage CT / RQS #:	20221129*1456
CONTRACT	Proposed Start Date:	12/1/2022	Proposed End Date: 06/30/2024
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:
		Hupp Information Technologies INC	

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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 Hupp Informational Technologies will provide a product that enable the Certification Team to process educator applications for certification that yield a teaching or paraprofessional certificate. In addition, the system uploads fingerprint results from an approve third-party vendor to finishes the certification process. The system will also process renewal application of both professional and paraprofessional educators. It keeps the information of those processed. It is critical to have this under contract as soon as possible to ensure that the system remains available for Maine educators.

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

The Hupp Information Technologies was selected through RFP# 201501019 because they were able to custom make the certification system that is consistent with the Rules and Statutes of the State and were determined to be the best value. The system is web base making it assessable for educators to upload document and make the renewal process smoother and less cumbersome. The RFP did not outline renewal periods but the initial contract (2015*0086), which had an initial contract period of 2015 to 2020, contained the following language "The Department may elect to renew the agreement in up to two (2) two-year increments for on-going maintenance and support, enhancement and hosting." This would be the second of the two-year renewal periods. The Department is doing a new contact to update to the newest BP-54IT and to move the agreement to the correct Advantage workflow.

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

The rates are consistent with the previous contracts that was based on the RFP. The Hupp Informational Technologies, rates are as follows: \$75,000.00 for yearly licensing fee, \$35,000.00 for hosting fee. Any additional costs will be added to the agreement through an amendment. The vender will submit invoices on a monthly basis for adjustments to the system.

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

The Department has created a roadmap for the next RFP as follows:

- The Department plans to release an RFI for certification system with the next four months.
- Using the information obtained in the RFI, the Department will release an RFP by late 2023 or early 2024 for a certification system.



This timeline minimizes the disruption to the field as this system only came live in 2018 and gives the Department the time to work on an RFI and RFP and to get its new longitudinal data system more fully implemented.

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:	Pender Makin	Date:	12/27/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	<small>EA813178102243C...</small> Joseph Zrioka	Date:	12/28/2022