



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:		DACF/MFS/Forest Protection Division	
Department Contract Administrator or Grant Coordinator:		Robby Gross	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 46,500.20	Advantage CT / RQS #:	CT20240927000000000862
CONTRACT	Proposed Start Date:	11/1/2024	Proposed End Date: 10/31/2027
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:		Governmentjobs.com, Inc. (D/B/A/NEOGOV), for and on behalf of itself and its subsidiaries PowerDMS, Inc., Cuehit, Inc., Ragnasoft LLC (D/B/A/PlanIT Schedule), and Design PD, LLC (D/B/A/Agency360) 2120 Park Pl, Suite 100, El Segundo CA	
Brief Description of Goods/Services/Grant:		Digital Management Software for Policy, Field Training, and Evaluations.	

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	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	<p>PowerDMS is a full digital management platform for emergency response agencies to utilize to promote a culture of accountability, reliability, and efficiency. The program supports both web based and app platforms to allow programming to occur both in the office and field work environments. It is the intent to utilize three parts of the many faceted program, PowerPolicy, PowerTraining, and PowerReady. Currently, the Division of Forest Protection doesn't have a suitable platform for policy development, policy history, and policy delivery. Utilizing this management platform allows for the agency to free up agency's resources with cloud-based repository, digital collaboration, automatic updates with version control, and electronic signatures. From a field training perspective, there are many components of tracking to ensure full viability of the program and success for the new employee. These components include field and administrative performance evaluations, mission centered task completion documentation, and appropriate tracking of field training progress. This highlights specific needs and remedial action, accountability, and full chain of command awareness of an employee's progress through their training program. It is envisioned that through the implementation of this digital platform, the Division of Forest Protection can focus more pointedly on focused outcomes rather than spending excess time tracking paper documentation and storage on multiple fronts. Services provided will include PowerDMS providing support to upload initial start and set up processes to ensure full functionality upon rollout to the agency. The first 3 months will be captured to set the program up to Forest Protection standards and needs. Additional support training and help availability is captured within contract requirements.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>PowerDMS is currently utilized by the Department of Public Safety and Department of Corrections to accomplish policy and training needs. Maine IT has vetted these prior contract specifications and is familiar with the vendor. PowerDMS is utilized by many public service agencies across the State of Maine and is the common program to accommodate the Maine Law Enforcement Accreditation Program (MLEAP). While Forest Protection is not ready for an accreditation program, this system allows for the proper methodology of benchmarks within MLEAP to meet demands to be accredited. Common platforms across broad emergency services offers support and efficiency for the Division of Forest Protection. This program provides one stop shopping for public service agencies regarding a working platform that ensures accountability, reliability, and efficient operations regarding program administration. Subject matter experts from multiple agencies in Maine plan to be engaging with Forest Protection when help is needed. The Maine Chiefs Association is able to help coordinate training sessions for all agencies in Maine for PowerDMS to take advantage of learning from each other and to support usage across all spectrums. Many other vendors do not incorporate multiple facets of programming in one digital platform.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	

PART III: SUPPLEMENTAL INFORMATION

The negotiated costs are set up on a prorated platform over the first few years with the expectation that it will take time to fully implement the program within the agency. The costs presented are comparable to other digital platforms utilized by the agency and are an industry standard for this level of service. Costs of the program is based on the number of employees within the agency.

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

The evaluation of this digital management program will continue to ensure that it fits the agency’s needs. With other state departments and Maine emergency response agencies utilizing this particular platform, a continuity of operations and training across a broad spectrum results in efficiencies for all agencies. A collaborative approach ensures reliability and the platform for success. It also ensures a broad based perspective for the vendor to provide timely, pointed, and effective customer service. Ongoing costs for the program will be continually evaluated and scrutinized against the service and products provided.

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.

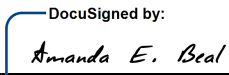
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

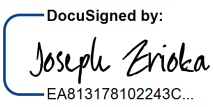
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

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):			
Typed Name:	Amanda E. Beal	Date:	11/26/2024

Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/4/2024