



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:		Corrections/Administration	
Department Contract Administrator or Grant Coordinator:		Mary Lucia	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 37,280.89	Advantage CT / RQS #:	03A 20241210*0843
<b>CONTRACT</b>	Proposed Start Date:	<b>10/29/2024</b>	Proposed End Date: 10/28/2025
<b>AMENDMENT</b>	Original Start Date:		Effective Date:
	Previous End Date:		New End Date:
<b>GRANT</b>	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Power DMS – El Segundo, CA	
Brief Description of Goods/Services/Grant:		Software Maintenance Renewal	

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.

This request is for the mandatory annual maintenance renewal required for the ongoing use of the Power DMS software that the Department uses for its policy tracking and training.

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

The Department publicly posted a Request for Information (RFI) specifically for policy and standards compliance software. PowerDMS was the only company to respond. As a member of the American Correctional Association, employees attended trade shows and conferences and search specifically for this type of software. PowerDMS was the only company found to have all the components we require. Inquiries with other like departments determined that PowerDMS was the only company providing this service in a correctional setting.

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

The maintenance costs are not negotiated costs. The costs are set by the company which the Department considers fair and reasonable. Minor annual increases occur, which is an industry standard.

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

The Department will consider seeking competitive bids when/if we learn of other companies capable of providing this service in a correctional setting. Power DMS is a proprietary software and the annual software maintenance can only be provided by the software provider.

**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.

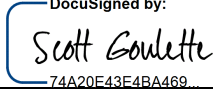
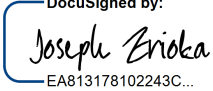
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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:  74A20F43F4BA469...			Date:	12/10/2024
Typed Name:	Scott Goulette	Date:			
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...			Date:	12/16/2024
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/16/2024		