



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:		DAFS/MaineITApp Dev	
Department Contract Administrator or Grant Coordinator:		Peter Lewis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 36,500.00	Advantage CT / RQS #:	RQS 18B 20241209-0840
<b>CONTRACT</b>	Proposed Start Date:	<b>12/15/2024</b>	Proposed End Date: 12/14/2027
<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:		Q9 Elements Inc 437 E Strawberry Drive Mill Valley, CA 94941	
Brief Description of Goods/Services/Grant:		Elements Unlimited	

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.

OCFS has requested the use of Salesforce available tools to help us better manage both the Katahdin and Baxter Salesforce systems and make the support activities more efficient and effective. This software will allow for increased management, oversight and documentation of the system, specifically the data elements and interconnections of those elements. Its other major benefit is its ability to better management of the production and test environments by

- Increasing available documentation of data elements;
- Mapping of use of unused data elements for cleanup;
- Mapping connections between objects and elements to reduce defects;
- Compares builds to ensure consistently across environments; and
- Allows help information for elements through the UI.

As this is a new tool, we plan to review its impact every six months to evaluate how Elements.Cloud assisted in mapping the legacy metadata, how far it assisted in refactoring legacy objects/fields/code, and how the experience differed from the native Salesforce Optimizer. If in fact direct benefits are not experienced as expected, OCFS will not renew the software license.

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

The vendor is providing a substantial discount and going directly to the vendor is the best value for the state.

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

State of Maine requested a quote from a vendor that has this software available on a Master agreement but it was much higher than what Element was quoting us.

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

The State of Maine will continue to make use of available competitive agreements when applicable.

**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).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


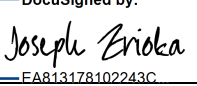
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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](#).

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

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	<div style="border: 1px solid #ccc; padding: 5px;"> <small>DocuSigned by:</small>    <small>A29C99359A37464...</small> </div>		
Typed Name:	Nicholas Marquis, Chief Information Officer	Date:	12/16/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid #ccc; padding: 5px;"> <small>DocuSigned by:</small>    <small>FA813178102243C</small> </div>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	12/16/2024