



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:		DACF, Bureau of Agriculture, Ending Hunger Corps	
Department Contract Administrator or Grant Coordinator:		Kim L. Lengert, Ending Hunger Corps Program Manager	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,500.00	Advantage CT / RQS #:	01A 20230414*2707
CONTRACT	Proposed Start Date:	6/1/2024	Proposed End Date: 5/31/2025
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:		AmericaLearns, Northridge, CA	
Brief Description of Goods/Services/Grant:		Data management specific to AmeriCorps VISTA grant programs	

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 checked="" 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 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.

Ending Hunger Corps serves as a state intermediary for a federal grant to provide AmeriCorps VISTAs to organizations throughout the State in accordance with Maine's legislated initiative to end hunger by 2030. This process requires the collections of off-site data from each individual location and VISTA to allow Ending Hunger Corps to maintain compliance with federal grant reporting requirements, as well as to provide adequate data to ensure progress in accord with State legislation and Departmental reporting.

This was submitted in May 2024, for current year funding, due to a delay in the process, we now need this processed in an Emergency fashion.

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

Only two vendors provide software programs specific to the reporting requirements of the federal grant Ending Hunger corps has through AmeriCorps. Ending Hunger Corps has met with and evaluated the software of both vendors, AmericaLearns and OnCorps, as well as maintaining awareness of any further developments offered by both. Based on experiential evaluation and self-initiated conversation with other users, AmericaLearns provides more accessible data collection through a more accessible format and appearance, which is critical as a variety of statewide organizations will be entering data through the interface. AmericaLearns operates both via computer and app on multiple operating systems for greater access to data entry; provides modifications without additional cost; collects a greater variety and specificity of data; provides training for both Ending Hunger Corps staff and the statewide organizations without additional cost; and the software includes VISTA and site training modules within the design of the program which are updated by AmericaLearns without additional cost. Upon evaluation it was found that OnCorps cannot provide the specific data required for the structure of Ending Hunger Corps; the interface is complicated and antiquated, which make compliance by both VISTAs and sites difficult; program modifications, technical support, and training would require additional fees for which a cost schedule was requested but not provided.

Due to the accessibility, adaptability, lack of additional costs with AmericaLearns versus OnCorps, evaluation has shown that many state and local organizations have switched from OnCorps to AmericaLearns, which has continued to be affirmed in the past year.

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

It is difficult to determine the actual cost differential between the software programs available as determining the true cost of OnCorps is dependent upon factors not revealed, including but not limited to: cost of modifications, training for sites, VISTAs, and Ending Hunger Corps staff; possible loss of federal funding due to absence of data provided by sites, loss of site fees should the

PART III: SUPPLEMENTAL INFORMATION

software requirement be cumbersome for site staff, etcetera. The cost of AmericaLearns is consistent with the previous year without the additional discount specific to the first year of use.

The cost requested through this PJF for AmericaLearns would be paid through Ending Hunger Corps allocated budget.

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

Continued monitoring will include both reviews on changes to existing program providers as well as awareness of any new providers, with program comparisons to occur prior to decision for the next term. For example, in the present term, the Program Manager has engaged in conversation with other programs throughout the nation gathering information on accessibility, flexibility, costs, support, and overall satisfaction between various methods of data gathering; modifications to OnCorps have been monitored; and, users within Ending Hunger Corps and Sites have been asked about software accessibility, and satisfaction. The Program Manager also has directly engaged with AmericaLearns staff regarding training, further customization of the software specific to Ending Hunger Corps, and effectiveness of data with positive results.

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

Does this request utilize ARPA/MJRP funds?


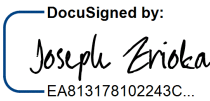
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Aimee Carlton	Business Manager	Date: 6/26/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement		Date: 6/27/2024

America Learns has been shared with the DAFS Learning Management System Steering Committee. DAFS has launched an enterprise LMS in partnership with MaineIT, based upon the deployment of the Noverant LMS product. Once the enterprise LMS is fully operational, any existing LMS-related functionality within, and for, the State of Maine Executive Branch, is expected to plan to migrate to the enterprise LMS. Over this 1-year period of this product's provisionally approved use, the learning modules from this LMS product are expected to migrate, comply with, and adopt the standard technical formats (SCORM, AICC, TinCan, Cmi5). Any contract extension, amendment and/or renewal of this contract, the DAFS LMS Executive Steering Committee will decide the timeline to migrate the enterprise LMS. As our DAFS team is prioritizing the migration and deployment of modules, anticipated agency's LMS need will be accommodated and plan for the migration approximately over the next 6-12 months.