

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DVEM, Maine Bureau of Veterans Services			
Department Contract Administrator or Grant Coordinator:		David A. Richmond, Director & Justine Hutchings, Business Manager			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 84,179.74	Advantage CT / RQS #:	CT 15A 20151201*1956		
CONTRACT	Proposed Start Date:	1/2/2022	Proposed End Date:	1/1/2024	
AMENDMENT	Original Start Date:	1/1/2016	Effective Date:	1/1/2022	
	Previous End Date:	1/1/2022	New End Date:	1/1/2024	
GRANT	Project Start Date:		Grant Start Date:		
	Project End Date:		Grant End Date:		
Vendor/Provider/Grantee Name, City, State:		Leidos Digital Solutions, Inc. 29040 Network Place. Chicago, IL 60673-1290			
Brief Description of Goods/Services/Grant:		Renewal of 35 software licenses for Internet Quorum (IQ) Cloud, which is hosted in Gov Cloud that is FEDRAMP certified, for State government customization hours for Project Management and Help Desk Support. Like the original contract, this would include a 2-year extension to the contract.			

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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PART III: SUPPLEMENTAL INFORMATION

The Bureau currently holds 43 Internet Quorum Leidos licenses that are due to expire on 1/1/2022. This renewal will prevent a lapse in system accessibility for the entire Bureau and service to customers and veterans. The Bureau is pleased with the performance and ease of use of the system which has improved productivity and service to the public tremendously over the last few years.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The Bureau completed the migration of the Bureau's Access databases, digital archives, and paper records into one system, to maintain and improve efficiencies under the original contract with Leidos that created the IQ case management system. All employees need access to view and update the IQ case management system for case management, burial scheduling, park passes, recognition certificates, homeless services, constituent services, hunting/fishing licenses, education benefits etc. Continuation of usage of this system is needed to meet daily work objectives.

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

Funding is allocated through the Bureau's 010 biennial appropriation and allocation. The renewal rate for subscriptions for calendar year 2022 and 2023 will be at the same annual rate of \$1020.00 for 35 licenses totaling \$35,700.00. This is a per user fee and the original contract allowed for renewals for up to 10 years if subscription rate remained the same. The Project Management and Help Desk Support rates were increased to \$196.98/202.40 and \$157.58/161.91 per hour respectively per original contract for cost of living adjustments.

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

Putting this contract out to bid at this time and potentially selecting a new vendor and case management system would lead to severe inefficiency, a steep learning curve, and a considerable disruption of services to the public, veterans and their families.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	Young, Scott A <small>Digitally signed by Young, Scott A Date: 2022.01.13 13:16:42 -05'00'</small>		
Printed Name:	Scott A. Young	Date:	1/13/2022
Signature of DAFS Procurement Official:	<i>Thomas Howker</i> <small>EB42721387C242C...</small>		
Printed Name:	Thomas Howker	Date:	1/25/2022