

## 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:	Department of Corrections			
Department Contract Administrator or Grant Coordinator:	Darlene Sage			
(If applicable) Department Reference #:				
	\$27,660.00	Advantage CT / RQS #:	RQS 03A 20221216*0755	
CONTRACT	Proposed Start Date:	1/1/23	Proposed End Date:	12/31/2023
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:	Lee Baxter Enterprises, Inc. – Westbrook, Maine			
Brief Description of Goods/Services/Grant:	AOD Timeclock Services			

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
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
<p>This agreement will continue the annual maintenance and purchase of software and hardware that is associated with the electronic time and attendance for the Department. Software maintenance includes upgrades, bug fixes, etc., while hardware covers routine maintenance and repairs to the timeclocks.</p>

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### PART III: SUPPLEMENTAL INFORMATION

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

This agreement provides payroll time and attendance for the Department of Corrections. MFASIS/SOMER cannot effectively or efficiently provide the same collection system requiring the Department to continue this vendor relationship. The purchase of maintenance from the same vendor is common industry practice as it mitigates risk and down time of a key component (front end) to the Department's payroll processing for the majority of its workforce.

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

The cost for the maintenance has changed little compared to several years ago, which the Department considers to be fair and reasonable. As mentioned above, a SOMER solution was entertained a while back and the cost proposal was significantly higher.

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

The size and need for the Department is not very large so vendors willing to invest are limited. Given the complexity of pay rules, interfaces, troubleshooting response time and accurate payroll processing, risk mitigation is paramount.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**



*By signing below, I signify that I approve of this procurement request.*

**Printed Name:**

Scott R. Landry

**Date:**

12/15/2022

**Signature of DAFS  
Procurement Official:**



**Printed Name:**

Joseph Zrioka

**Date:**

1/13/2023