



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:		DAFS/Bureau of Human Resources/Talent Management Division	
Department Contract Administrator or Grant Coordinator:		Jessica Crosby, Director of Talent Management	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 29, 567	Advantage CT / RQS #: 20240117000000001974
CONTRACT	Proposed Start Date:	1/24/2024	Proposed End Date: 4/1/2024
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:		Market Decisions Research, Portland, ME	
Brief Description of Goods/Services/Grant:		The scope of work would include creation of an analytical plan, process and data clean up, data weighting, data analysis, and reporting.	

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.

The Bureau of Human Resources contracted with Market Decisions Research (MDR) in 2023 to analyze and weight the data from the first statewide Workforce Engagement Survey. MDR also produced reports for each of the cabinet level departments with their specific results and a statewide executive summary for BHR. The survey provides critical data to state leadership in areas/efforts including recruitment, retention, wellness and diversity, equity, and inclusion (DEI). The State is working to become an employer of choice- one known for its ability to attract, retain, and cultivate a talented, engaged workforce through positive workplace culture, leadership, and career development opportunities. The data from the survey helps support and inform these essential efforts. The survey is intended to be an annual event, and the 2nd iteration is being held from January 11th-24th, 2024.

Some of the ways (but not all) the data can support our efforts in becoming an employer of choice are:

- Identifying areas of training and development for state employees
- Supporting state DEI efforts and justification for additional grants and funding to support these measures.
- Inform Employee Health and Wellness's planning in benefits offered, wellness programs to develop and promote, and help reduce costs as a self-insured employer.
- Improve recruitment and retention efforts, including learning why employees decided to work in state government and what keeps them here.
- Identify departments that have more reports of burn out in order to support leadership and employees; reduce costs associated with burn out and improve productivity, retention, and engagement.

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

BHR approached the Office of the State Economist to request data analysis support this year, building off the work MDR completed previously. After conducting a scope of work, the Office determined they would not be able to take over the project. They determined the data work to be significant, especially for the Year over Year comparisons between the first and second surveys, and because they did not do the original work and did not have the original raw data files, weighting procedures and imputations that were used it would be extremely difficult. Their recommendation was to work with MDR again, where they did the initial data work and could build on the previous year's analysis, therefore reducing the cost, and shortening the timeframe and to produce results and reports considerably.

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

MDR would be building off of the work they completed previously, they have a much shorter timeframe to produce results this year. Another vendor would need to start from the beginning,

PART III: SUPPLEMENTAL INFORMATION

redoing the work MDR did last year, in addition to the current year's data analysis and report writing. It would take more time to do this, delaying departments from receiving results, and where it would be more work it is anticipated the cost of another vendor would be higher as well.

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

Once we have two years of comparison data in the form of the data compendiums and reports, it will be easier to conduct an RFP and ask vendors to replicate the process MDR started. BHR will also have the departmental comparison reports as a template to add future year's results, meaning we would not need report writing to be part of future expenses. This would reduce any future costs to just data analysis, clean up, and weighting. Due to timing and the early stages of the survey process, BHR commits to conducting an RFP for the data analysis of the next (3rd) iteration of the survey.

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

Does this request utilize ARPA/MJRP funds?

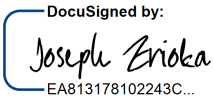
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	<i>Breana D. Bissell</i> state Human Resources Officer		
Typed Name:	Breana D. Bissell	Date:	1/17/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	2/9/2024