

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:		DAFS / Bureau of Human Resources / Talent Acquisition			
Department Contract Administrator or Grant Coordinator:		Jessica Crosby			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$96,084.00; \$32,028.00 per Year	Advantage CT / RQS #:	RQS 18B 20200222*776	
CONTRACT	Proposed Start Date:	3/29/2021	Proposed End Date:	3/29/2024	
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:		RECRUITERBOX INC. 911 E PIKE ST STE 333 SEATTLE, WA 98122			
Brief Description of Goods/Services/Grant:		Recruiterbox is used for Recruitment Software and Applicant Tracking			

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.

The Bureau of Human Resources / Talent Acquisition is requesting a three (3) year subscription with Recruiterbox to provide Recruitment Software and Applicant Tracking for the State of Maine.

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PART III: SUPPLEMENTAL INFORMATION

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

The State of Maine / Bureau of Human Resources is purchasing directly from Recruiterbox Inc. because the current master agreement for software reselling services (*SHI, MA 18P 181105*57 expires, 2/28/2023*) is in transition to a new Master Agreement.

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

Recruiterbox Inc. pricing is \$32,028.00 for three (3) years with no increase; Pricing for each year over three (3) years will be \$32,028.00; total cost \$96,084.00. Annual Payments.

SHI'S pricing if used: Quote 20073576, 2-17-2021; For the period: 3/1/2023 - 2/28/2024; (1) \$35,146.00; (2) \$35,146.00; (3) \$35,146.00. Total \$105,438.00

Purchase directly will save the State of Maine \$9,384.00.

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

No future competition, once Workday, the State's new human resources management system is completed, it will provide applicant tracking.

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>		
	<i>Breana D. Bissell</i>		
Printed Name:	Breana D. Bissell	Date:	2/25/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Printed Name:	<small>AEEP9C7B3A8044E...</small> Justin Franzose	Date:	3/1/2021