



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:		Office of the Attorney General	
Department Contract Administrator or Grant Coordinator:		Mark Toulouse/Tracy Thompson	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 64,366.96	Advantage CT / RQS #:	RQS 26A 20230209*979
CONTRACT	Proposed Start Date:	3/1/2023	Proposed End Date: 2/28/2024
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:		Leidos Digital Solutions 7990 Quantum Drive, 3 <sup>rd</sup> Floor, Vienna VA	
Brief Description of Goods/Services/Grant:		Communications Process Management Software as a Service – includes licensing, system integration, data conversion, migration, hosting, and support.	

### 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 purpose of the project is to continue/renew communications process management software for the Office of the Attorney General's Mediation Services Group within the Consumer Protection Division. This software provides the ability to track every interaction/communication with the public--phone call, email, social media message, or letter. Similar messages can be grouped, sorted, and responses can be tracked to ensure consistent language based on previous communications. This will provide both value and efficiency to the OAG mediation process.

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

Leidos Digital Solutions currently provides Intranet Quorum software & maintenance to several State of Maine agencies, including the Governor's Office, the Department of Veterans and Emergency Management, and the Department of Education. This procurement is for the software as a service, and one-time procurement is for the data conversion and integration/migration from Filemaker to Intranet IQ platform, and w includes licensing, system integration, data conversion, hosting, and support. This \$64,366.96 extends the hosting services through February 28, 2024.

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

Leidos Digital Solutions offers both hosted/manages services as well as independent software purchases with annual maintenance, support, and upgrades. With the assistance and guidance of the Office of Information Technology, the Office of the Attorney General has opted to purchase the fully-hosted package, as did other state agencies, as the most overall cost effective option: the OAG's server environment is unable to support the separate licenses, and the managed service requires no OAG IT intervention. While this option was more economical based on currently anticipated usage levels, we will re-visit continuing options for cost-effectiveness and efficiency over the long run.

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

We will continue to check for any similar cost-effective service with the specific training and capability as the current vendor.

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

Does this request utilize ARPA/MJRP funds?

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

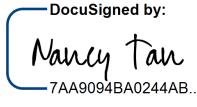
No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of  
requesting  
Department's

*Mark A. Tardouze*

Commissioner (or designee):			
Typed Name:	Mark A. Toulouse	Date:	2/9/2023
Signature of DAFS Procurement Official:			
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	Mar-09-2023