

## 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:		Bureau of Human Resources		
Department Contract Administrator or Grant Coordinator:		Karen G. Butterfield		
(If applicable) Department Reference #:		n/a		
Amount: (Contract/Amendment/Grant)	\$6,000.00	Advantage CT / RQS #:	RQS-18F- 2023*0892	
CONTRACT	Proposed Start Date:	1/23/2023	Proposed End Date:	1/22/2024
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:		Quickbase, Inc. PO BOX 734227 Chicago, IL 60673-4227		
Brief Description of Goods/Services/Grant:		Web Subscription to Learning Management System (tracking records, maintaining training, class records).		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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

### 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.**

Quickbase is a web-based human resources productivity solution that centralizes employee information, provides access to employee data when needed, tracks training, classroom rosters, employee records for training and development.

Intuit's Quickbase tool is currently being used by some agencies including DAFS as a training tracking system. It was expected to be superseded with a learning management system (LMS) through an RFP process, but the

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### PART III: SUPPLEMENTAL INFORMATION

costs in the proposals from the RFP were much higher than expected. The LMS RFP was issued and proposals are currently being reviewed. The Quickbase one-year subscription renewal provides a stop-gap until the new application is launched to replace Quickbase.

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

The Bureau of Human Resources does not have another learning management system currently in place. Other state agencies do have systems in place, but the primary business functions are not learning management systems.

Currently this system holds the records for training. It would be of no benefit to select an alternative product prior to an RFP for a more robust system. It would require additional state resources (time & training) as well as contracted resources to implement a system. For these reasons, QuickBase is the most economical tool for the Department until the Learning Management system is implemented under the HRMS system.

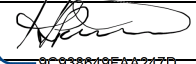
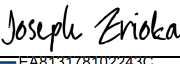
#### 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost of Intuit's QuickBase Premier plan for 20 users is \$6,000 per year (\$500 per month), which includes support; 220MB of application space and 50GB of file attachment space. The cost per user is \$300 annually, the cost is fair and reasonable when considering other web-based learning management solutions on the market, which can generally start at 25k and increase to approximately 1m per year depending on the features in the system.

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

This contract is a bridge while a statewide Learning Management system (LMS) RFP is under development. The intent to go out to bid is currently in process. A data migration plan is also being considered in the event an LMS is not in place by the next renewal date, so a future renewal would not be necessary.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Heather Perreault	<b>Date:</b>	2/24/2023
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Joseph Zrioka, Director of IT Procurement	<b>Date:</b>	3/9/2023

**Certificate Of Completion**

Envelope Id: 2AC049C479554720A1CF2D7B307772F0	Status: Completed
Subject: Complete with DocuSign: Quickbase PJF FY23.doc	
Source Envelope:	
Document Pages: 2	Signatures: 1
Certificate Pages: 4	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Laurie A. Andre
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	laurie.a.andre@maine.gov
	IP Address: 198.182.163.132

**Record Tracking**

Status: Original 2/24/2023 1:57:00 PM	Holder: Laurie A. Andre laurie.a.andre@maine.gov	Location: DocuSign
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Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: DocuSign

**Signer Events**

Heather Perreault  
heather.perreault@maine.gov  
Deputy Commissioner of Finance, DAFS  
State of Maine  
Security Level: Email, Account Authentication  
(None)

**Signature**

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Signed: 2/24/2023 4:39:59 PM

**Electronic Record and Signature Disclosure:**  
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ID: 5fb36900-c43c-4daf-b466-b11d4b53200a

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp****Witness Events****Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent	Hashed/Encrypted	2/24/2023 1:57:44 PM
Certified Delivered	Security Checked	2/24/2023 4:39:04 PM
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Completed	Security Checked	2/24/2023 4:39:59 PM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

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**How to contact Carahsoft OBO Maine Office of Information Technology:**

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov)

**To advise Carahsoft OBO Maine Office of Information Technology of your new email address**

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

### **Acknowledging your access and consent to receive and sign documents electronically**

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.