

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 #:				
Amount: (Contract/Amendment/Grant)	\$ 10,551.00	Advantage CT / RQS #:	RQS 03A 20200325*1088	
CONTRACT	Proposed Start Date:	12/01/19	Proposed End Date:	12/31/19
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 ME		
Brief Description of Goods/Services/Grant:		Payroll Processing – Time & Attendance		

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.

Time and attendance (timeclock) provider. Existing relationship for many years. The system interfaces with MFASIS for payroll processing. Data is also used for management reporting and tracking of payroll information.

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PART III: SUPPLEMENTAL INFORMATION

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

Existing relationship and integration with existing state payroll systems. Disruption of service will result in inability to pay Corrections employees.

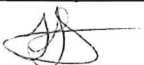

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Existing relationship that began with a contract. The contract was not renewed due to the state's implementation of Somer and now Workday which keeps being pushed back with no anticipated implementation date. It was expected that AOD (Attendance on Demand) would be no longer needed, however the state has not been able to launch the new payroll system. Funding is part of the baseline for AOD.

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

See explanation in #3.

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>		
			
Printed Name:	Scott Ferguson <i>for Darlene Sage</i>	Date:	3/25/20
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>AEED9C7B3A8044E...</small> </div>		

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Procurement Justification Form**

Printed Name:	Justin Franzose	Date:	4/1/2020
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