

State of Maine Procurement Justification Form

PART I: OVERVIEW			
Department Office/Division/Program:		DHHS/OFI Rene Bernard	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger Matt Galletta	
(If applicable) Department Reference #:		OFI-20-011	
Estimated Contract or Grant Amount:	\$ 9,872.40	Advantage CT / RQS #:	RQS 10A 20200304*983
AMENDMENT	Original Start Date:		New Start Date:
	Original End Date:		New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:	03/01/2020	Proposed End Date: 02/28/2021
Vendor/Provider/Grantee Name, City, State:		Articulate New York, NY	
Brief Description of Goods/Services/Grant:		Maintenance Subscription	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	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 QUESTIONS
Please respond to ALL of the following questions.
1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.
<p>The product "Articulate 360" allows the Department's Office for Family Independence (OFI) to easily create online and mobile courses. The Department's OFI statewide training program impacts approximately 500+ staff (eligibility and central office divisions), with over 100 new employees annually participating in a targeted 12-14-week curriculum.</p> <p>The Provider's software also provides extensive customer support including live and on demand training as well as a library of "how to" videos, examples, discussions, best practices and an E-Learning 101 course.</p>

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PART III: SUPPLEMENTAL QUESTIONS

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

The Department has used the Articulate software for several years to build a library of approximately 240 modules and trainings, and these materials serve as the core curriculum for new employees. Product support is ending for the current version of Articulate the Department uses and, if not replaced, will jeopardize all trainings, including new employees required to provide critical social services like TANF, SNAP and Medicaid to Maine citizens. The new version of Articulate will allow for seamless transition of the library and uninterrupted training for these critical resources.

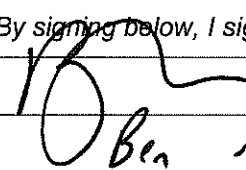

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department considers these costs as fair and reasonable. The Department has looked at comparative products, like ADOBE Captivate. The pricing is the same as the Articulate 360 but the 240+ trainings that the Department already has created will not be transferable to ADOBE Captivate. The administrative savings in not having to redo all the trainings will more than make up for the cost of the tool itself.

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

The Department does not intend to RFP.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Ben Mann	Date:	3/31/20
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E Justin Franzose	Date:	4/6/2020