

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	DHHS Dorothea Dix and Riverview Psychiatric Centers		
Department Contract Administrator or Grant Coordinator:	Shawn Belanger		
(If applicable) Department Reference #:	OIT-18-B400B		
Estimated Contract or Grant Amount:	Original: \$48,331.00 Amd: \$7,637.25 Revised: \$55,968.50	Advantage CT / RQS #:	BPO 10A 20180223*1026
AMENDMENT	Original Start Date:	03/01/2018	New Start Date: 03/01/2018
	Original End Date:	06/30/2020	New End Date: 06/30/2020
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:		Proposed End Date:
Vendor/Provider/Grantee Name, City, State:	Lee Baxter Enterprises, Inc. Westbrook, Maine		
Brief Description of Goods/Services/Grant:	"Attendance on Demand" time and attendance system, which includes all hardware, software, licensing, maintenance and support for the entire duration of the agreement.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	A. Competitive Process		G. Grant
<input checked="" type="checkbox"/>	B. Amendment		H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	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.
"Attendance on Demand" time and attendance system, which includes all hardware, software, licensing, maintenance and support for the entire duration of the agreement.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL QUESTIONS

This amendment is necessary due to the delayed implementation of Workday Maine. Because both hospitals have onboarded more workers, there was a need to increase the budget for this agreement. Although the Provider is providing the same service it is providing the service for more employees.

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

The current Provider understands the current software and hardware that operates within both Department's hospitals. This system has hardware and software which is compatible with the hospital's electronic card access systems.

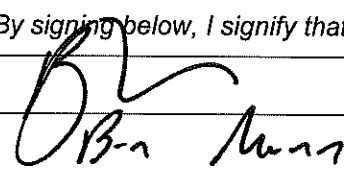
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost of this system is remaining at current levels for State fiscal year 2020. The Department considers these costs fair and reasonable.

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

Future competition will not be required as this system will be replaced upon the implementation of Workday Maine.

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:		Date:	3/26/20
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEED9C7B3A8044E JUSTIN FRANZOSE	Date:	4/16/2020