

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:		Division of Juvenile Services		
Department Contract Administrator or Grant Coordinator:		Sonja Morse		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$120,000 Year 1: \$60,000 Year 2: \$60,000	Advantage CT / RQS #:	CT 03A 20200406000000002795	
CONTRACT	Proposed Start Date:	July 1 st , 2020	Proposed End Date:	June 30 th , 2022
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:		Atlantic Corporation 44 Main Street, Suite 205 Waterville, ME, 04901		
Brief Description of Goods/Services/Grant:		Data & Research Management		

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:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

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PART III: SUPPLEMENTAL INFORMATION

The Department of Corrections Juvenile Division has a continued need for this provider to interpret, analyze, utilize, expand the current data systems, website coding, and deliver monthly reports in a timely manner identical to the current reporting scheduled determined by the Department. Due to the Departments current reporting system (CORIS V-7) being migrated over to an updated system (CORIS V-8), with the anticipated completion date of summer 2021, the department does not have the capacity or expertise to complete data analysis, interpretation, and monthly reports. Due to the timeline of CORIS V-8, the Department is in need of an interactive Dashboard to meet State reporting requirements. The Department is also in need of this provider to assist in migrating the Dashboard into CORIS V-8, identifying the continuation of need following the completion of CORIS V-8.

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

Atlantic Corporation, established in 2008 by President Randy Labbe, is a leading business and economic research and development firm with extensive experience managing local, state, and national projects involving data analyses, development of interactive data visualization tools, and research reports that have informed public policies, department strategies and institutional plans. In order to seamlessly utilize data on our own, the department needs a more user-friendly system for various levels of end-user capabilities. To accomplish this, we are requesting the provider continue their previously contracted work, build a new interactive data dashboard system, and provide end-user training modules, that coincide with the launch of a new offender management system. Atlantic is uniquely positioned to accomplish the deliverables and is the most cost-effective option given the anticipated timeframe and costs associated for another firm to get up to speed with the progress made over the last 12 months. Atlantic team have intimate knowledge of the department's offender management system, IT infrastructure, cybersecurity protocols, and state-wide policies.

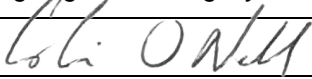
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The department determined that the negotiated cost is consistent with previous years; therefore, the cost is fair and reasonable to successfully complete the desired services. A detailed budget (attached) will be included in the contract submission.

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

The department does not anticipate requiring an RFP after this two-year contract, as the system will be fully functional internally.

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:	Colin O'Neill	Date:	4-17-20
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>William J.E. Allen</i>		
Printed Name:	<small>2D5B6E39F57E44A...</small> William J.E. Allen	Date:	4/23/2020

NOI 0420200342 4/24/2020 - 4/30/2020