

## 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 Defense, Veterans & Emergency Management: Bureau of Veterans' Services	
Department Contract Administrator or Grant Coordinator:		David Richmond, Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,201.60	Advantage CT / RQS #:	20151201*1956
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	1/1/2016	Effective Date:
	Previous End Date:	1/1/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Leidos Digital Solutions, Inc	
Brief Description of Goods/Services/Grant:		Software licenses, Project Mgmt., & Help Desk Support for Internet Quorum (IQ) Cloud	

### 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
<b>X</b>	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.**

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### PART III: SUPPLEMENTAL INFORMATION

The Bureau has run out of Helpdesk hours prior to the end of our contract term. Those hours are crucial to our ability to use our database, so we are adding 60 hours to last us until 1/1/2022.

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

This vendor is contracted until 1/1/2022. It is impossible to have any other vendor perform the support services we need up until 1/1/2022, when we will consider whether the contract should be continued or should go through the State of Maine's RFP process.

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

The rate provided in this quote is \$153.36/hr. In our original contract made 1/1/2016, Helpdesk Support Hours were \$143.70/hr. We believe that after five years of quality service, this price increase is reasonable. Our quote includes 60 hours; we pay only for hours utilized, but last year we used 50 hours within the same timeframe, so we believe 60 may be necessary.

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

This vendor is contracted until 1/1/2022. As this date nears, the Bureau will consider whether the contract should be continued or should go through the State of Maine's RFP process. We plan to consult with OIT to get their specialized advice on this as this database is both expensive and crucial to our operations.

### 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> <i>Scott Young</i>		
<b>Printed Name:</b>	Scott Young, Deputy Commissioner	<b>Date:</b>	29 March 2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
<b>Printed Name:</b>	Justin Franzose	<b>Date:</b>	4/1/2021