

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:		Workers' Compensation Board		
Department Contract Administrator or Grant Coordinator:		Jan M. Adams		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 8,601.00	Advantage CT / RQS #:	RQS 90C 20210412*960	
CONTRACT	Proposed Start Date:	May 25, 2021	Proposed End Date:	May 26, 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:		Software Technology, LLC Lincoln NE 68512		
Brief Description of Goods/Services/Grant:		Computer software server & user licenses – annual maintenance		

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.

This is annual maintenance for server & software licenses for an off-the-shelf application known as Practice Master. The Board's Worker Advocate Program has used Practice Master since 2016 to manage client files and support litigation.

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PART III: SUPPLEMENTAL INFORMATION

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

Pursuant to Title 39-A section 153-A, the Board's Worker Advocate Program provides legal services to qualified injured workers that have workers' compensation claims in Maine. Working out of five (5) offices state-wide, the Advocate Program required software to manage its case load. The Board consulted MeIT and did a survey of off-the-shelf software providing the features for litigation case management, and selected Practice Master as the lowest cost with the most needed features to support Advocate Program management of its cases.


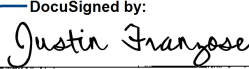
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Board opted for this off-the-shelf product based on its low cost compared to a custom product or other off-the-shelf products providing the same functionality. The annual maintenance costs were considered during the original procurement and were found to be lower than other products considered.

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

At this time the Board's Advocate Program plans to continue operating using the Practice Master software for the near future (4+ years) due to the costs and disruption involved with conversion to a different application.

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:	Jan M. Adams	Date:	4-12-2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEE9C7B3A8044E... Justin Franzose	Date:	4/14/2021