



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Bureau of Human Resources		
Department Contract Administrator or Grant Coordinator:		Karen G. Butterfield		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 6,000.04	Advantage CT / RQS #:	RQS-18F-2023*0892
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	1/23/2023	Effective Date:	1/23/2024
	Previous End Date:	1/22/2024	New End Date:	1/22/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Quickbase, Inc. PO BOX 734227 Chicago, IL 60673-4227		
Brief Description of Goods/Services/Grant:		Web Subscription to Learning Management System (tracking records, maintaining training, class records).		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

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

Quickbase is a web-based human resources productivity solution that centralizes employee information, provides access to employee data when needed, tracks training, classroom rosters, employee records for training and development. Intuit's Quickbase tool is currently being used by some agencies including DAFS as a training tracking system. It was expected to be superseded with a learning management system (LMS) through an RFP process, but the costs in the proposals from the RFP were much higher than expected which has led to a delay in the development and launch of the new system.

The LMS RFP was issued and proposals are currently being reviewed. The renewal of the Quickbase for an additional one-year subscription renewal provides a stop-gap until the new application is launched to replace Quickbase.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The Bureau of Human Resources does not have another learning management system currently in place. Other state agencies do have systems in place, but the primary business functions are not learning management systems. Currently this system holds the records for training. It would be of no benefit to select an alternative product prior to an RFP for a more robust system. It would require additional state resources (time & training) as well as contracted resources to implement a system. For these reasons, QuickBase is the most economical tool for the Department until the Learning Management system is implemented under the HRMS system.

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

The cost of Intuit's QuickBase Premier plan for 20 users is \$6,000 per year (\$500 per month), which includes support; 220MB of application space and 50GB of file attachment space. The cost per user is \$300 annually, the cost is fair and reasonable when considering other web-based learning management solutions on the market, which can generally start at 25k and increase to approximately 1m per year depending on the features in the system.

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

This contract is a bridge while a statewide Learning Management system (LMS) RFP is under development. The intent to go out to bid is currently in process. A data migration plan is also being considered in the event an LMS is not in place by the next renewal date, so a future renewal would not be necessary.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.


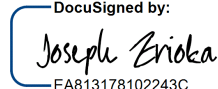
PART V: CONFLICTS OF INTEREST (COI); PURCHASES BY THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

Yes, the requesting Department signatory understands and acknowledges [Title 17, Chapter 101, §3104](#).

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Heather Perreault	Date:	Apr 12, 2024
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	4/19/2024






PJF Amendment (Quickbase)

Final Audit Report

2024-04-12

Created:	2024-04-10
By:	Ryan Roberts (ryan.roberts@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAIEHMgaHX8mxSygOgVuOW39TJnVf_TLm5

"PJF Amendment (Quickbase)" History

-  Document created by Ryan Roberts (ryan.roberts@maine.gov)
2024-04-10 - 5:36:37 PM GMT- IP address: 198.182.163.113
-  Document emailed to Heather Perreault (heather.perreault@maine.gov) for signature
2024-04-10 - 5:37:27 PM GMT
-  Email viewed by Heather Perreault (heather.perreault@maine.gov)
2024-04-12 - 8:17:05 PM GMT- IP address: 104.47.65.254
-  Document e-signed by Heather Perreault (heather.perreault@maine.gov)
Signature Date: 2024-04-12 - 8:20:41 PM GMT - Time Source: server- IP address: 98.2.200.80
-  Agreement completed.
2024-04-12 - 8:20:41 PM GMT