



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:		DHHS/ MCDC/Data, Research, and Vital Statistics	
Department Contract Administrator or Grant Coordinator:		Shawn Belanger	
(If applicable) Department Reference #:		OIT-14-092H	
Amount: (Contract/Amendment/Grant)	Current: \$3,370,960.06 Amend: \$1,196,708.00 Revised: \$4,567,668.06	Advantage CT / RQS #:	CT 10A 20140117*2470
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	1/1/2024
	Previous End Date:	New End Date:	12/31/2024
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		VitalCheck Network, Inc Brentwood, TN	
Brief Description of Goods/Services/Grant:		Support, maintenance and enhancements for DAVE system	

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 checked="" 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.

The Database Application of Vital Events (DAVE) facilitates the handling of birth, death, and marriage certificates. There is nothing more important to the Vital Records group than the efficient operation and maintenance of this system. All vital record jurisdictions in the U.S. received a grant for data modernization. Some of the requirements are to send data to the National Center for Health Statistics through specific messaging known as FHIR. This requires additional system development to reduce inoperability between the NCHS and each vendor's system. The sizable increase to this contract is in response to those added grant funding requirements. There had already been work started to allow certifiers a single sign-on when logging into their electronic health record and allows an interface to the DAVE system.

The purpose of this amendment is to add funds for functional enhancement and to allow continuation of services.

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

The RFP was issued in 2009. Vital Check was awarded the bid and since then has been continuously changing to meet advances in technology. In the summer of 2021, the program reached out to other states and jurisdictions to see how much their systems costs were for both initial development and yearly maintenance costs. It was deemed that it was not cost effective to issue a new RFP and develop a new system. Even though the existing system was more than a decade old, the technology was not outdated as to remain competitive the vendor was always making enhancement. The DAFS Director of IT Procurement supported the decision to continue this sole source.

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

The maintenance and development fees are reasonable based on information collected from other states; it cost between 3 and 7 million dollars to build their systems. Cost not included in the development would be the migration of legacy records, training users to use the new system, OIT costs to vet the new systems, and ensure security compliance. The annual maintenance fees seem reasonable when compared to other states, in fact, Maine was in the bottom half of the states that shared their cost information.

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

Because of the complexity of the system there are no future plans to develop a new system. The Department does not intend to RFP this service.

### 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).

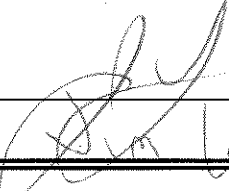
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

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No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	<i>David Morris</i>	Date:	<i>18-May-24</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>David Morris</i> 2A644AF5681F482		
Typed Name:	David Morris	Date:	4/26/2024

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