

## 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:<br>(Contract/Amendment/Grant)                   |                      | \$ 7,887.00   | Advantage CT / RQS #: | RQS 90C<br>20200501000000001213 |  |
| CONTRACT  | Proposed Start Date: | May 25, 2020  | Proposed End Date:    | May 26, 2021                    |  |
| 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<br>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 |
| <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

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

**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 Division provides legal services to qualified injured workers that have workers' compensation claims. Working out of six offices state-wide, the Advocate Division required software to help manage its case load. The Board consulted OIT 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 the Advocate Division management of its cases.

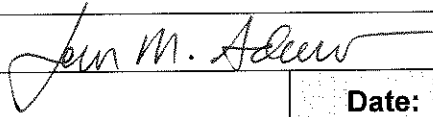

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

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 cost was considered during the original procurement and was 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 Division plans to continue operating using the Practice Master software for the near future (5+ years) due to the costs and disruption involved with conversion to a different application.

## 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>                        |              |             |
|   |                   |              |             |
| <b>Printed Name:</b>  | Jan M. Adams  | <b>Date:</b> | May 1, 2020 |
| <b>Signature of DAFS Procurement Official:</b>                          | DocuSigned by:<br> |              |             |
| <b>Printed Name:</b>  | AEED9C7B3A8044E...<br>Justin Franzose   | <b>Date:</b> | 5/5/2020    |