

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: | | DAFS/OIT & Workers' Compensation Board | | |
| Department Contract Administrator or Grant Coordinator: | | Rene LeBlanc | | |
| (If applicable) Department Reference #: | | N/A | | |
| Amount: (Contract/Amendment/Grant) | \$22,798.14 | Advantage CT / RQS #: | RQS 18B 20210521*1101 | |
| CONTRACT | Proposed Start Date: | 6/10/2021 | Proposed End Date: | 6/9/2022 |
| 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: | | Progress Software Corporation Bedford, MA 01730 | | |
| Brief Description of Goods/Services/Grant: | | Progress database software annual support for Worker's Compensation Board application environment. | | |

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.

Progress Software is the core database and middleware software used by the Workers' Compensation Board. This purchase is for annual support and maintenance for Progress database software. Software support is required to maintain the system at the latest patches, security and function release.

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PART III: SUPPLEMENTAL INFORMATION

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

Standard commercial Off the shelf computer software product. The State of Maine does not have software source code rights.

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

The costs were quoted by Progress Software. Software support is not available through the State of Maine software reseller, SHI. The State and Progress conducted a software audit in May 2020 to confirm that software license sizing was appropriate. In April 2021 software license count was reduced 3-seats for additional savings.

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

Workers' Compensation Board is the last agency using Progress. OIT and WCB are exploring use of other technology for the application. The Progress environment will not be expanded beyond WCB.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

DocuSigned by:



Printed Name:

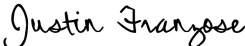
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Frederick Brittain

Date:

5/21/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

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Justin Franzose

Date:

5/26/2021