



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:		DAFS/OIT & Workers' Compensation Board	
Department Contract Administrator or Grant Coordinator:		Rene LeBlanc	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$23,482.08	Advantage CT / RQS #:	RQS 18B 20220427-1250
CONTRACT	Proposed Start Date:	6/10/2022	Proposed End Date: 6/9/2023
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 Burlington, MA 01803	
Brief Description of Goods/Services/Grant:		Progress database software annual support for Worker's Compensation Board application environment.	

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.

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.

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

Progress Software is the core database and middleware software used by the Workers' Compensation Board. The State of Maine does not have software source code rights to provide maintenance and support. Without this service, the Workers' Compensation Board's database and middleware are at risk.

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. The Workers Compensation Board (WCB) has reviewed the license sizing and has confirmed no changes in need have occurred since then.

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, however, WCB will continue to use it for the foreseeable future.

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

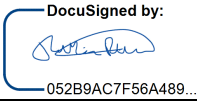
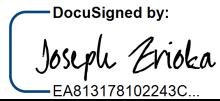
Does this request utilize ARPA/MJRP funds?

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

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:	Frederick Brittain, Chief Information Officer	Date:	4/29/2022
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	4/29/2022

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