

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:	DHHS Dorothea Dix and Riverview Psychiatric Centers		
Department Contract Administrator or Grant Coordinator:	Shawn Belanger Matt Galletta		
(If applicable) Department Reference #:	OIT-18-B400C		
Amount: (Contract/Amendment/Grant)	Amd: \$ 20,982.00 Revised: 76,950.50	Advantage CT / RQS #:	BPO 10A 20180223*1026
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	New Start Date:	07/01/2020
	Previous End Date:	New End Date:	06/30/2021
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Lee Baxter Enterprises, Inc. Westbrook, Maine		
Brief Description of Goods/Services/Grant:	"Attendance on Demand" time and attendance system, which includes all hardware, software, licensing, maintenance and support for the entire duration of the agreement.		

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
X	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.

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PART III: SUPPLEMENTAL INFORMATION

"Attendance on Demand" time and attendance system, which includes all hardware, software, licensing, maintenance and support for the entire duration of the agreement.

This amendment is necessary due to the delayed implementation of Workday Maine.

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

The current Provider understands the current software and hardware that operates within both Department's hospitals. This system has hardware and software which is compatible with the hospital's electronic card access systems.

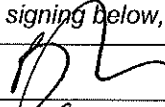
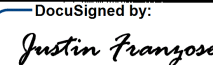
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost of this system is remaining at current levels for State fiscal year 2020. The Department considers these costs fair and reasonable.

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

Future competition will not be required as this system will be replaced upon the implementation of Workday Maine.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Ben Mann	Date:	8/11/20
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	6/15/2020