

## 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-B400E		
Amount: (Contract/Amendment/Grant)	Original \$78,070.50 Amendment <u>\$26,083.00</u> Revised \$104,153.50	Advantage CT / RQS #:	BPO 10A 20180223*1026
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	<b>3/1/2018</b>	Effective Date:
	Previous End Date:	<b>6/30/2021</b>	New End Date:
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		

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>X</b>	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

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### 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.**

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

The purpose of this amendment is to add funds and extend the end date due to the delayed implementation of a new Statewide time and attendance system and to add a second clock at the new unit at DDPC.

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

The vendor currently provides the service and understands the current software and hardware that operates within both hospitals. This system has hardware and software which is compatible with the facility's electronic card access system.

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

The contract budget for this service has been established through the end of State Fiscal Year 2021 and for State Fiscal Year 2022 based upon invoices received and a quote for new equipment. The amounts have been reviewed and deemed to be reasonable based upon prior years' contract budgets.

**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 a new Statewide time and attendance system.

### PART IV: APPROVALS

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

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

**Printed Name:**

*Ben Mann*

**Date:**

*6/21/21*

**Signature of DAFS  
Procurement Official:**

DocuSigned by:  
*Justin Franzose*

**Printed Name:**

AEEED9C7B3A8044E  
Justin Franzose

**Date:**

6/23/2021