

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/MRS		
Department Contract Administrator or Grant Coordinator:	Susan T. Smith		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 800,000.00	Advantage CT / RQS #:	20190703*0088
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	8/1/2019	Effective Date:
	Previous End Date:	7/31/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Reeves IT Professional Services, LLC 4425 Harbourgate Drive Raleigh, NC 27612		
Brief Description of Goods/Services/Grant:	Project management consulting services for implementation of tax system (STARS).		

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

MRS is undergoing a project to implement a new integrated tax system (STARS) to replace its outdated system. This project represents a significant investment to improve customer service, enhance security and compliance, and build resiliency for the future. A project of this magnitude requires a qualified project manager with proven tax experience and success in delivering tax administration projects.

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

Daniel Reeves, of Reeves IT Professional Services, has more than twenty-five years of experience managing multi-million dollar, enterprise-wide information technology tax projects. His experience includes re-engineering tax administration processes, development and design, and oversight of teams and developers to ensure progress and quality while mitigating risks. Mr. Reeves has a unique knowledge of MRS' legacy tax system as he was part of the team that implemented the system. He has been engaged for the last two years as Project Manager for the STARS implementation and is successfully leading project teams. He is a key contributor to the project. Consistency in project management is integral to the success of a project and a change at this point in the project could be detrimental.

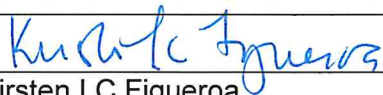
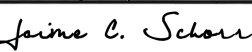
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The cost of services remains unchanged from the original agreement. MRS has determined that this cost is commensurate with the level of experience and expertise.

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

The STARS project represents a significant investment and commitment to provide innovative technology for effective tax administration and increased operational efficiency. Success is contingent upon a project manager with tax system implementation experience to closely monitor and control all phases of the project's scope, schedule, cost, and quality. The procurement process is not conducive to selecting a qualified and experienced candidate to guide a tax project of this magnitude from initiation through closure.

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:	Kirsten LC Figueroa Commissioner	Date:	06-29-2021
Signature of DAFS Procurement Official:			
Printed Name:	Jaime C. Schorr	Date:	6/29/2021