

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:		Division of Juvenile Services	
Department Contract Administrator or Grant Coordinator:		Sonja Morse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$27,300.00	Advantage CT / RQS #:	CT 03A 2020040600000002795
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	06/01/2021 06/01/2022
	Previous End Date:	New End Date:	06/30/2022 12/31/2022
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Atlantic Corporation, 44 Main Street, Suite 205, Waterville, ME, 04901	
Brief Description of Goods/Services/Grant:		Data & Research Management	

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	<input checked="" type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment		H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	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

The Department of Corrections Juvenile Division has a continued need for this provider to interpret, analyze, utilize, expand the current data systems, website coding, and deliver monthly reports for the next 6-months. Within the 7-months, the provider will train the Maine Department of Corrections in Power BI Dashboard maintenance, usage, management, and all other data reporting.

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

Atlantic Corporation, established in 2008 by President Randy Labbe, is a leading business and economic research and development firm with extensive experience managing local, state, and national projects involving data analyses, development of interactive data visualization tools, and research reports that have informed public policies, department strategies and institutional plans. In order to seamlessly utilize data on our own, the department needs a more user-friendly system for various levels of end-user capabilities. To accomplish this, we are requesting the provider continue their previously contracted work, build a new interactive data dashboard system, and provide end-user training modules, that coincide with the launch of a new offender management system. Atlantic is uniquely positioned to accomplish the deliverables and is the most cost-effective option given the anticipated timeframe and costs associated for another firm to get up to speed with the progress made over the last 12 months. Atlantic team have intimate knowledge of the department's offender management system, IT infrastructure, cybersecurity protocols, and state-wide policies.

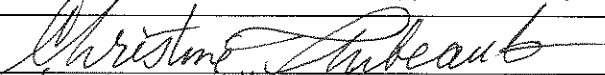
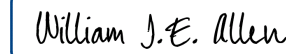
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The department determined that the negotiated cost is consistent with previous years; therefore, the cost is fair and reasonable to successfully complete the desired services. A detailed budget (attached) will be included in the contract submission.

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

The department does not anticipate requiring an RFP after this 7-month extension, as the department now has the staffing capacity to complete internal data reporting.

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:	Christine Thibault Associate Commissioner	Date:	5/9/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	William J.E. Allen	Date:	6/3/2022

NOI 0620220548 06/06/2022 - 06/12/2022