



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (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 / Melinda Farrell			
(If applicable) Department Reference #:		DRPC-26-B400			
Amount: (Contract/Amendment/Grant)		\$ 23,916.00	Advantage CT / RQS #:	RQS 10A 20250509000000001665	
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	6/30/2026	
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:		Lee Baxter Enterprises, Inc. Westbrook, ME			
Brief Description of Goods/Services/Grant:		"Attendance on Demand" time and attendance system.			

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.

This renewal is for the "Attendance on Demand" time and attendance system, which includes all hardware, software, licensing, maintenance and support for the entire duration of the agreement. This renewal is necessary due to the delayed implementation of a new Statewide time and attendance system.

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

Lee Baxter Enterprises, Inc., is the current provider 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. Due to the delay of PRISM, the current vendor is being renewed for an additional year.

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

The current FY 26 pricing for DDPC and RPC (\$23,916.00) reflects a 1.4% decrease from the FY25 pricing. The costs and rates of this vendor were considered fair and reasonable and the best value for the department.

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 once available. The Department will not plan to RFP these services.

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

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

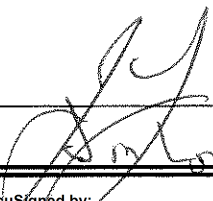
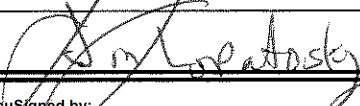

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

## Procurement Justification Form (PJF)

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	18-Jun-25
Signature of DAFS Procurement Official:	<div>DocuSigned by:  EA813178102243C...</div>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/27/2025