

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/BGS	
Department Contract Administrator or Grant Coordinator:		Todd Cummings	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 16,000.00	Advantage CT / RQS #:	RQS 202006*1397
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date: 6/30/2021
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:		Link Systems, Stamford, CT	
Brief Description of Goods/Services/Grant:		Annual Subscription fee to ProLease Administration Software and Maintenance Module	

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. 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

Pro-Lease is the off-the-shelf application used by DAFS/BGS in order to manage the State's leased and owned property. It also provides a Maintenance Software for state owned properties. Pro-Lease has been available in Maine State government for the past nine (9) plus years. This action is required to cover the cost of the Admin Annual Software and Maintenance Module Fees. The State has invested in this software, and it is currently most cost effective to continue using it with occasional customizations and updates (such as this contract action), rather than seek out or design a new solution. ProCalc / Link Systems is therefore unique as the creator of this software; they are uniquely able to provide the State with its necessary upgrades from time to time. This module is another facet to the Pro-Lease system and will allow for tracking of State owned & leased facilities.

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

Pro-Lease is a software tool that is not otherwise available in State government, and given that it is an off-the-shelf program, it was more cost effective to purchase it with minor customizations rather than create a similar program with the help of DAFS/OIT.

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

After negotiation, the Vendor agreed to keep the cost the same as the past costs of \$10,000 for Admin Annual Software Fee and \$6,000 for the Maintenance Module Fee.

The Bureau in 2018 had multiple other vendors demonstrate their similar products.

Prolease remains the Software of choice until a further analysis of needs can be done.



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

The DAFS/BGS team will continue to promote competition for any future procurement. Competition is the usual route taken for all space leasing, but this procurement was unique given the uniqueness of the vendor, as detailed above.

The Bureau in 2018 had multiple other vendors demonstrate their similar products, all which were higher priced.

PART IV: APPROVALS

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Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	<i>Elaine Clark</i>	Date:	<i>7.17.20</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEE9C7B3A8044E...</small> Justin Franzose	Date:	7/20/2020