

## 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/OIT/Workday Project	
Department Contract Administrator or Grant Coordinator:		Phillip Platt	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$5,575.00	Advantage CT / RQS #:	RQS 18B 20200602*1312
CONTRACT	Proposed Start Date:	Proposed End Date:	
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:		Honeywell International 12974 Collections Ctr Dr. Chicago, IL 60693	
Brief Description of Goods/Services/Grant:		Supply 1400 Seos access cards starting with card number 89060 for the Workday Project	

### 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
<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

### 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

1,400 Seos access cards were required for the Workday Project as part of the implementation of the new time clocks.

They are for employees entering time for Dorothea Dix Psych Center, Riverview Psych Center and State Correctional institutions.

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

New time clocks are being implemented as part of the Workday Project. The existing badges were not compatible resulting in the need to acquire 1,400 access cards. Badges were procured through the Bureau of General Services vendor that supports security and access system.

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

The project worked with the Bureau of Real Estate Management to procure the cards through their relationship with Honeywell, the vendor used statewide for badge access.

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

At this point in time, do not anticipate a need for future goods. One-time purchase, project related. Agencies procure small volumes as needed.

### PART IV: APPROVALS

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

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

DocuSigned by:



**Printed Name:**

052B9AC7F56A489...  
Frederick Brittain

**Date:**

7/14/2020

**Signature of DAFS  
Procurement Official:**

DocuSigned by:



**Printed Name:**

AEED9C7B3A8044E...  
Justin Franzose

**Date:**

7/27/2020