



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 \$10,000 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:		DAFS/OIT		
Department Contract Administrator or Grant Coordinator:		Susan Banden		
(If applicable) Department Reference #:		N/A		
Agency Department Code:	18B	Advantage CT/RQS #:	RQS 20260625-2021	
Amt: (Contract/Amendment/Grant)		\$ 141,840.00		
CONTRACT	Proposed/Original Start Date:	7/1/2026	Proposed/Most Recent End Date:	6/30/2028
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Accu-Time Systems (ATS) 20-B International Drive, Windsor CT 06095		
Brief Description of Goods/Services/Grant:		Systems and technical support for the ATS clocks and monitoring portal used for tracking employee hours for payroll purposes in PRISM		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
☐	A. Competitive Process	☐	G. Grant
☐	B. Amendment	☐	H. State Statute/Agency Directed
☒	C. Single Source/Unique Vendor	☐	I. Federal Agency Directed
☐	D. Proprietary/Copyright/Patents	☐	J. Willing and Qualified
☐	E. Emergency	☐	K. Client Choice
☐	F. Higher Education Cooperative Project	☐	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.

The ATS time clock system is critical for tracking hours worked by employees at the State's correctional facilities and mental health centers. Moreover, the ATS clock system is integrated with the Time Tracking & Absence functions of the PRISM system. PRISM is now Live, the clocks are at the end of their life cycle and dying, and the Department requires updated systems time clocks and support for the ATS clock system, the tracking portal to accurately log employee time and, ultimately, pay them the correct wage on schedule. This request is to procure 32 new model time clocks to replace the current time clocks as well as service for 2 years. The vendor's new version of current time clocks addresses the power surge issue we have experienced in the past and is still 'plug and play' with our PRISM system.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

Accu-Time is the original vendor hired by the State to provide timeclocks specific to a Workday integration (PRISM). These timeclocks have been deployed to the applicable sites. They are currently live via integration with our Prism application. The current support contract with Accu-Time expires June 30, 2026, it is critical we get support contracted before this date. The State is planning to procure 2 years of support to fill the critical need, as well as replacing the current 7yr old clocks as they are at the end of their life expectancy.

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

Accu-Time has been supporting ATS Time clocks for the past 7 years. With PRISM now live we need to ensure continued support by Accu-Time by replacing current time clocks and securing continued support for the next 2 years. Funding for Accu-Time support will be through Central Apps. Accu-Time is the only vendor/ service provider for the current ATS time clocks. The cost of time clocks and subscription service for 2 years is consistent with previous purchases.

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

The team previously went through the RFQ process in November 2025 resulting in zero viable bids. Accu-Time Systems is the existing vendor/manufacture of our time clocks, therefore we are processing a renewal. Future purchases will follow all current policies for competitive procurement.

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) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

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

DocuSigned by:

Nicholas Marquis

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DS

MT

Typed Name:

Nicholas Marquis, Chief Information Officer

Date:

6/29/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

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

Typed Name:

Date:

OSPS Section Only

Signature of DAFS
Procurement Official:

Signed by:

John Spier

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Typed Name:

John Spier

Date:

6/30/2026