

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	Secretary of State, Information Services		
Department Contract Administrator or Grant Coordinator:	Donna Grant, Deputy Secretary of State		
(If applicable) Department Reference #:			
Document Amount:	\$9,975.00	Advantage CT / RQS #:	RQS 29B2020080500000000161
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:
ALL OTHER	Proposed Start Date:	9/21/2020	Proposed End Date: 9/24/2020
Vendor/Provider/Grantee Name, City, State:	Webucator, Inc. 201 West Genesee Street, Suite 113 Fayetteville, New York 13066-1313		
Brief Description of Goods/Services/Grant:	Business Analysis Class – 4 Days Remote Custom Training		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	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.
<p>Webucator, Inc. is providing customized training tailored to the specific needs of the Office of Information Services. This training will be a Business Analysis training class covering a variety of topics. The class will include discussions on the relationship between projects and processes, major project development methodologies, the basics of enterprise analysis and its impact on project selection, as well as communication processes and how they impact project requirements. Each participant will determine their communication style and understand how their communication style can help in eliciting requirements. Techniques for gathering and documenting user requirements will also be taught. Modeling the business, fundamentals of process modeling and requirements validation through data modeling will also be explored. Testing fundamentals and quality assurance will be examined.</p>

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PART III: SUPPLEMENTAL INFORMATION

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

The training provided by Webucator is unique and customized to meet the specific and unique needs of the Office of Information Services.

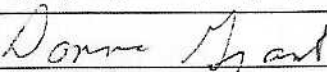

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Office of Information Services has used Webucator's proprietary and customized training on several previous occasions. The cost of the trainings has been consistent and judicious based on the complexity of the subject matter and the quality of the training professionals. In addition, the Business Analysis training class will be taught remotely and therefore will not need to include travel, lodging and meals for the instructor.

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

The Office of Information Services will continue to pursue the best price for training which will meets the specific and customized needs of Information Services. The qualifications of the training personnel and their ability to competently present complex technology training in an easily understood manner will continue to be a crucial part of the evaluation.

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:	Donna Grant	Date:	8/6/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEEED9C7B3A8044E...</small> Justin Franzose	Date:	8/13/2020