

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/Training		
Department Contract Administrator or Grant Coordinator:		Melinda Baker		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$83,213.88	Advantage CT / RQS #:	RQS 18B 20200812*190	
CONTRACT	Proposed Start Date:	7/23/2020	Proposed End Date:	7/22/2022
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:		Skillsoft Corporation 300 Innovative Way, Suite 201 Nashua, NH 03062		
Brief Description of Goods/Services/Grant:		Skillsoft-Percipio Expert; Training		

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 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

The Office of Information Technology (OIT) delivers Information Technology leadership and services to Maine State Government Executive Agencies. Maintaining State employee technology skills and currency is core to OIT's performance. OIT has used three (3) vendors to provide OIT employees with technical training; Skillsoft, expired 6/30/2020; Pluralsight, expired 7/10/2020; and LinkedIn Learning, expired 7/31/2020.

After extensive research, OIT leadership decided to terminate Pluralsight due to cost. Skillsoft-Percipio provided more agreeable pricing and a robust collection of courses. OIT chose to renew with Skillsoft-Percipio and increased the number of licenses from 50 to 350 to provide training licenses to every OIT employee.

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

Skillsoft-Percipio offers courses which align with the mission of OIT. The vendor also provided deep discounts when OIT requested to increase the number of licenses from 50 to 350. As the discussions developed, Skillsoft-Percipio actively listened to the mission of OIT which includes getting a training license for all OIT employees and emotional intelligence training. Skillsoft-Percipio was the only vendor to provide competitive pricing and additional incentives for renewal.

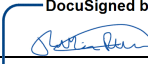
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Skillsoft-Percipio offered additional courses for no fee with the first year of the renewal. As part of the initiative OIT has undergone in the past year, leadership desires all OIT employees to participate in emotional intelligence training. In discussing options with Skillsoft-Percipio they collaborated to provide their entire course catalogue in the pricing for OIT. The duration of the agreement is two (2) years, it will be billed annually.

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

Throughout the duration of the Skillsoft-Percipio contract, OIT will continue to review vendors to ensure the best price, most robust course catalogue, and overall service provides complete training for OIT.

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>		
	DocuSigned by: 		
Printed Name:	Fred Brittain	052B9AC7F56A489...	Date: 8/14/2020
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	Justin Franzose	AEED9C7B3A8044E...	Date: 8/21/2020