

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:		Bureau of Human Resources		
Department Contract Administrator or Grant Coordinator:		Karen Butterfield/Jessica Crosby		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,447.54	Advantage CT / RQS #:	2021081000000000160	
CONTRACT	Proposed Start Date:	9/30/2021	Proposed End Date:	3/29/2022
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:		OpenText Inc. 2950 S Delaware St Suite 400 Bay Meadows Station 3 Building San Mateo, CA 94403-2580		
Brief Description of Goods/Services/Grant:		Alchemy Annual Software Maintenance (reduced to six months for FY22)		

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	X	H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
X	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

This request is for renewal of the software maintenance service contract with OpenText Inc. for their Alchemy Imaging Application. The State of Maine, Bureau of Human Resources has used Alchemy software for the past 18 years and is highly dependent on this application for their business functions. The Alchemy application ensures the Bureau of Human Resources can meet their statutory record retention requirements. The application interfaces with several enterprise systems such as HR and Payroll. Extensive customized programming has taken place over the years to allow these applications to interface with each other.

The Alchemy product is in the process of being replaced by DocuWare. The six-month renewal allows for the DocuWare project to complete its migration, as well as time for training, testing, implementation and overlap between the new system going live and the sunset of Alchemy. In the event of any unexpected issues after DocuWare's implementation, Alchemy would still be available for several months as a backup system, which is critical for HR.

OpenText does not allow software resellers (SHI) to resell Alchemy software support.

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

Alchemy is a proprietary software application owned, distributed and supported solely by Open Text Inc. The State of Maine does not own source code rights and cannot change the application. The State of Maine has extensively configured the application and has developed several highly-customized interfaces to support essential business functions. The Department plans to continue to use Alchemy, with few changes, until DocuWare is in place.



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

The six month renewal of Alchemy is an ideal solution, both in saving money for the department (as the typical renewal is for a year, and as a result more expensive) and to provide enough time for DocuWare to go live.

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

The Department is currently working with MaineIT to migrate records and data from Alchemy and into DocuWare. Once live, DocuWare would completely replace Alchemy as the historical storage system for HR personnel records and FJAs.

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>		
	<small>DocuSigned by:</small>		
			
Printed Name:	Heather Perreault	Date:	8/12/2021
	<small>DocuSigned by:</small>		
			
Printed Name:	Joseph Zrioka	Date:	8/19/2021