

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:		Professional & Financial Regulation		
Department Contract Administrator or Grant Coordinator:		Dorene Gerrish		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 10,000,000	Advantage CT / RQS #:	CT 02A 20110111 *3376 (Second Renewal)	
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date:	6/30/2026
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:		Sauper Associates, Inc.		
Brief Description of Goods/Services/Grant:		<p>The Agency License Management (ALM) System provides regulatory agencies with a comprehensive solution which integrates and streamlines the regulation of licenses, registrations and permits. This includes application processing, license issuance, renewal processing, license administration as well as inspection and enforcement management. The system also provides tracking of continuing education requirements, schools and courses. A robust deposit system and a multitude of both ad hoc and canned reporting functions are available as well. Audit logs track and record actions such as editing license status, modifying license records, etc. in order to provide accountability, control and assist in diagnostics.</p> <p>ALMS is particularly well-suited for agencies which manage multiple licensing programs; it provides secure and efficient centralized management while fully adapting to the unique processes, rules and regulations of each program and license.</p> <p>ALMS also provides online services to the public allowing them to complete licensing and registration activities online. Online services include interactive features such as payments, registrations, licensing and renewal, license searches and more.</p>		

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

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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.

This is the second renewal of an existing contract. The current contract language provides for two five-year renewals. The Department and the vendor wish to exercise this option.

This contract is intended to provide for keeping the enterprise application technology current, to provide ongoing maintenance to include configuration changes and minor enhancements, conversion/implementation for new programs and for development of new requirements and significant feature enhancements. This contract also provides for onsite help and product support.

This application provides core recordkeeping for regulatory agencies e.g. financial deposits, applicant tracking, licensing, renewals, education, inspections, case management and interfacing with external applications to share or receive licensing data. Providing licensing data online for the general public, businesses and government agencies is also a feature of this application. Onsite help and product support is critical to success.

In addition to the need for continuity with such a large, multi-department, application, PFR is currently engaged in a multi-year, effort with the vendor to convert the existing desktop user interface application to a web application. The necessity to procure this last renewal option of the contract with the existing vendor is crucial to the success of this important upgrade.

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

Sauper Associates, being the original application developer and having delivered exemplary licensing software services to the State of Maine for many years, is uniquely qualified to continue providing these services. The ALM System has been developed to be highly configurable in order to accommodate the needs of multiple license types. Currently the system provides licensing services to over 60 licensing programs within the Department of Professional & Financial Regulation, as well as the Department of Administrative and Financial Services, the Department of Public Safety, and the Department of Health and Human Services. Many of these programs relate to health services such as the Board of Dental Examiners, Psychology, Radiology, Complementary Health Care, Pharmacy, Chiropractic, Physical Therapy, Respiratory, Counselors, Occupational Therapy, Podiatry, Adult Use and Medical Marijuana, and many others. One of the key factors in the successful implementation of each of these programs is the detailed, comprehensive analysis that Sauper Associates brings to each conversion. With over 28 years of experience in every facet of licensing including complaints, inspections, continuing education, etc., Sauper Associates has a very broad knowledge base from which to draw. This expertise allows them to quickly determine how the ALMS application can accommodate a program's business needs. In addition, Sauper Associates has a successful long-term working relationship with InForME in support and development of ALMS related online services including license renewal and original application submissions. Sauper also provides a unique familiarity with a broad spectrum of Maine's licensing rules and regulations.

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

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PART III: SUPPLEMENTAL INFORMATION

In 1998, PFR determined that its existing license application was not Y2K compliant and an RFP was initiated to identify a new licensing application. The application selected was a COTS application from a well-known and well-established company specializing in licensing. After months of work and a substantial commitment of funds, the department was left with no viable application. With little time left to meet the Y2K deadline, the department contracted with Sauper Associates to develop ALMS. Not only was Sauper Associates able to build the ALMS application in time to meet the deadline; they have kept the application technologically current, continue to meet the ongoing changes and requests for new functionality, and, an increasing number of agencies have converted to the ALMS application to provide licensing services with a dependable, richly featured and well-supported licensing solution.

Sauper Associates' rates have remained competitive over the length of the relationship between Sauper Associates and the State of Maine. The rates have been monitored during this time and have been compared to other vendors' rates to make sure that they are fair and reasonable. A rate comparison document is attached.

Although rate comparisons are necessary, it should be noted that the services provided by Sauper Associates involve more than software development and maintenance. Their experience and expertise in licensing methodology provides the State of Maine with a more valuable product than a typical software development vendor could provide.

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

MaineIT has been working to develop a tool to identify similar technology solutions that could be consolidated or recommended as preferred solutions to other agencies looking for similar functionality. This includes a number of licensing applications in use in State government that have been developed by MaineIT as well as applications developed by other outside vendors. These applications are being evaluated to determine if they have the ability to be used in other agencies for similar activities to avoid the cost of building identical applications from scratch and reduce support requirements. As applications are evaluated, and provided they meet the standards set by the State's Enterprise Architecture Committee, they will be added to the list of applications on the Enterprise License Application list and recommended as potential solutions in addition to ALMS for agencies requiring a licensing application.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
	<i>Anne L. Head</i>		
Printed Name:	Anne L. Head	Date:	9/3/2020
Signature of DAFS Procurement Official:	<i>Laurie Andre</i>		
	<small>81084A22906E4FB...</small>		
Printed Name:	Laurie Andre	Date:	9/21/2020