

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/MaineIT/Accessibility		
Department Contract Administrator or Grant Coordinator:		Jason Tourtelotte		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$53,990.00	Advantage CT / RQS #:	RQS 18B 20210917-0277	
CONTRACT	Proposed Start Date:	10/1/2021	Proposed End Date:	9/30/2023
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:		Level Access DEPT CH 10951 Palatine, IL 60055-0951		
Brief Description of Goods/Services/Grant:		(1) AMP Project Edition Two-Year Subscription; Infrastructure Accessibility		

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 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.	

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

Part of the job of the MaineIT Accessibility Test Team is to monitor all Executive Branch websites for accessibility issues that may violate accessibility policy and the American's with Disabilities Act (ADA).

Accessibility scanning tools are specialized tools that move from webpage to webpage, interpret their contents, and compare that to complex standards and best practices. Only a handful of vendors have created such tools.

This product is a key component of our digital accessibility program, which is aimed at making digital information and services accessible to people with disabilities.

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

MaineIT considered cost, functionality, capability, responsiveness of service, upkeep, accessibility of interface, usability of interface, user friendly reports, and availability of help based on the reports when it selected Level Access software. One of the deciding factors was cost. Many solutions had page limits, and this made the cost prohibitive given the scope of work.

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

Software selection was based on a comparison of the vendors in this field covering: cost, functionality, capability, responsiveness of service, upkeep, accessibility of interface, usability of interface, user friendly reports, and availability of help based on the reports.

We initially contacted SHI with the intent of acquiring this product through them. However, that proved to be significantly more expensive than going directly through the vendor. The cost was negotiated with the vendor to ensure it was fair and reasonable:

- The current retail cost of AMP Project Edition is \$31,495 per year.
- We received a 2-year AMP and Access Continuum quote from Level Access in 2020. In the 2020 proposal, the AMP Project Edition was discounted to \$26,995 (Y1), and \$28,345 (Y2) upon agreement of a 2-year contract for the bundled package (of AMP and Continuum).
- Even though the 2020 quote had expired, Level Access approved and quoted the same discounted rate for AMP Project Edition a-la-carte in 2021. The 2-year price offered was \$26,995 (Y1) and \$28,345 (Y2), with no requirement to purchase it in a bundled package with Access Continuum.
- Level Access revised this discounted rate even further by offering a flat rate of \$26,995 for Year 2.
- The current extended price of AMP Project Edition is \$26,995/year with a 2-year agreement (valid through 9/30/21).
- For a one-year agreement, the subsequent term is subject to a 5% increase upon renewal.
- The current 2-year agreement locks in the negotiated rate for both years.
- If a purchase is not made by 9/30/2021, a 5% pricing increase will take effect for new purchases of Level Access products/services starting October 1st, 2021.
- This is a savings of \$10,574.75 over the next two years and is a discount of ~16% over the projected 2-year cost (of two annual agreements).



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

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

This purchase is for a ten-user Project Edition license to meet our anticipated need over the next two years. At the end of this term and as our digital accessibility program becomes more mature, MaineIT intends to explore an expanded enterprise solution.

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:	Fred Brittain	Date:	Sep 17, 2021
<small>DocuSigned by:</small>			
Signature of DAFS Procurement Official:			
	<small>EA813178102243C...</small>		
Printed Name:	Joseph Zrioka	Date:	9/20/2021





PJF Level Access

Final Audit Report

2021-09-17

Created:	2021-09-17
By:	TOM HOWKER (thomas.n.howker@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAkoYymhLlxbskf2f8TsDZvPGxtWj-l3Co

"PJF Level Access" History

-  Document created by TOM HOWKER (thomas.n.howker@maine.gov)
2021-09-17 - 5:33:33 PM GMT
-  Document emailed to Fred Brittain (fred.brittain@maine.gov) for signature
2021-09-17 - 5:35:12 PM GMT
-  Document e-signed by Fred Brittain (fred.brittain@maine.gov)
E-signature obtained using URL retrieved through the Adobe Sign API
Signature Date: 2021-09-17 - 6:03:29 PM GMT - Time Source: server
-  Agreement completed.
2021-09-17 - 6:03:29 PM GMT