



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Office of the State Auditor	
Department Contract Administrator or Grant Coordinator:		Kristin Guerette, Audit Director – HR & Administration	
(If applicable) Department Reference #:		Amendment to CT27A20180830000000000738	
Amount: (Contract/Amendment/Grant)		\$ 6,117.99	Advantage CT / RQS #: CT27A20230727000000000182
CONTRACT		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2018	Effective Date: 7/1/2023
	Previous End Date:	6/30/2023	New End Date: 6/30/2024
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		VC00002642890 Diligent Corporation, fka ACL Services Ltd., 1111 19 th Street NW 8 th Floor, Washington DC 20036	
Brief Description of Goods/Services/Grant:		3 (three) – ACL Analytics client software one-year license subscriptions, expiring: 06/30/2023 renewed to 06/30/2024.	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Check the box below for the justification(s) that applies to this request. (Check all that apply.)

<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input checked="" type="checkbox"/>	J. Willing and Qualified

<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

ACL Services Ltd. DbA Galvanize has rebranded and changed their legal name to Diligent Corporation. ACL Data analytics software allows our auditors to perform sophisticated risk analytics and detect anomalies or patterns that would otherwise be undetectable with random sampling, spreadsheet analysis or generic business intelligence. These licenses will also provide ongoing training for Office of the State Auditor (OSA) personnel in a rapidly growing audit field. Failure to approve this request will have an unfavorable impact on audit effectiveness and efficiency, and reduce the possibility of detecting fraud, waste and abuse. This specific software is a computer assisted audit tool (CAAT) specifically designed to perform data analytics on even extremely large data files, such as the over 45 million claim records that need to be analyzed during the State Medicaid audit.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The need for this software is immediate and the State Office of Information Technology (OIT) does not offer this type of software. Therefore, we need to obtain it directly from the service provider, Diligent Corporation.

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

Much time was spent during the past 5 years developing an implementation and resource use plan based on OSA's most immediate and projected operational needs for the use of big Data Analytics and Statistical Sampling as part of the annual federal Maine State Single Audit and State financial statement CAFR (comprehensive annual financial report) audits performed by OSA.

The costs were negotiated in the past 4 years and were determined based on rates being paid by other State agencies. This price will increase annually by 8% from the current year pricing. Also, if OSA were to add 15 additional user license subscriptions, a 20% volume discount will be provided by the vendor, in years going forward. This year OSA has determined they will only need three (3) licenses. E.g. Anticipated pricing for successive year 2025 is \$6,607.43.

The funding source is the set-aside Special Revenue account 014 006704 and funds derive from audit settlement fee sweeps for auditing of the federal Special Revenue accounts.

PART III: SUPPLEMENTAL INFORMATION

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

Over the course of time, as OSA auditors become trained and proficient in big Data Analytics and applying Statistical Sampling techniques, new vendors that provide similar computer assisted auditing tool (CAAT) software, training and support will likely enter the market. As they do and other State auditor groups similarly do so, OSA shall determine whether the design, reliability, and capability of Diligent Corporation software continues to better meet our needs in comparison.

OSA will proceed with the RFP process for the next renewal.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Matthew Dunlap, State Auditor	Date:	1 AUG 23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	8/2/2023