

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:		DHHS/OCFS		
Department Contract Administrator or Grant Coordinator:		Chris Moiles/Arlene Jones		
(If applicable) Department Reference #:		CFS-21-8403		
Amount: (Contract/Amendment/Grant)	\$ 144,000.00	Advantage CT / RQS #:	CT 10A 20200817*0501	
CONTRACT	Proposed Start Date:	10/1/2020	Proposed End Date:	9/30/2022
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:		Interactive Voice Applications, Inc. Dallas, TX		
Brief Description of Goods/Services/Grant:		Random Moment Time Study		

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.
Through a federally approved Cost Allocation Plan, the Department's Office of Child and Family Services (OCFS) is required to properly allocate costs among funding sources. These costs are generated by the activities the Department carries out in administering the programs and services to promote the safety, permanency, and wellbeing of children and families. One of the components of the Cost Allocation Plan is a Random Moment Time Study (RMTS) process administered to staff to properly allocate service costs.

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PART III: SUPPLEMENTAL INFORMATION

The purpose of this Agreement is to provide access to and on-going support of the RmsPlus system, the Provider's proprietary tool, used to administer the RMTS.

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

The Provider, Interactive Voice Applications, Inc. (IVA), was selected through the original Request for Proposals RFP 201508137. The Department of Administrative and Financial Services (DAFS) has indicated their support for the continuance of the Agreement for RMTS Services with IVA for up to an additional four (4) years so long as the new Comprehensive Child Welfare Information System (CCWIS) project is implemented and is continually utilized.

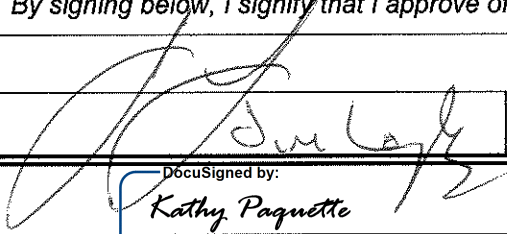
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

This Provider was determined through the original RFP 201508137. The rates were negotiated between the Department and the Provider.

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

The Department is assessing the ability to incorporate the RMTS into the new CCWIS. If this is not feasible, then the Department will go back out to competitive procurement.

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:		Date:	9-Oct-20
Signature of DAFS Procurement Official:	DocuSigned by: <i>Kathy Paquette</i>		
Printed Name:	41C2BA36FAF44CD... Kathy Paquette	Date:	10/19/2020