

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:		Corrections/Administration		
Department Contract Administrator or Grant Coordinator:		Mary Lucia		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 27,850.94	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	10/29/21	Proposed End Date:	10/28/22
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:		Power DMS – Orlando, Florida		
Brief Description of Goods/Services/Grant:		Software Maintenance Renewal		

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:

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

This request is for the mandatory annual maintenance renewal required for the ongoing use of the Power DMS software that the Department uses for its policy tracking and training.

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PART III: SUPPLEMENTAL INFORMATION

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

The Department publicly posted a Request for Information (RFI) specifically for policy and standards compliance software. PowerDMS was the only company to respond. As a member of the American Correctional Association, employees attended trade shows and conferences and search specifically for this type of software. PowerDMS was the only company found to have all the components we require. Inquiries with other like departments determined that PowerDMS was the only company providing this service in a correctional setting

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

The maintenance costs are not negotiated costs. The costs are set by the company which the Department considers fair and reasonable. Minor annual increases occur, which is an industry standard.

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

The Department will consider seeking competitive bids when/if we learn of other companies capable of providing this service in a correctional setting. Power DMS is a proprietary software and the annual software maintenance can only be provided by the software provider

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>		
	<i>Mark S. McCarthy</i>		
Printed Name:	Mark McCarthy	Date:	October 5, 2021

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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA813178102243C...</small>	
	Printed Name:	Date:
	Joseph Zrioka	10/9/2021