

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:		Labor/Rehabilitation Services	
Department Contract Administrator or Grant Coordinator:		Christopher P. Montagna	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 388,855	Advantage CT / RQS #:	12A20181030*1506
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	12/6/2018	Effective Date:
	Previous End Date:	9/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Alliance Enterprises Inc. 2980 Center Dr., Ste. 200, Dupont, WA 98516	
Brief Description of Goods/Services/Grant:		Maintenance and Support of AwareVR, electronic case management system	

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 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.

In accordance with 34 C.F.R. § 361.12, the Maine Bureau of Rehabilitation Services (BRS) must implement policies and procedures that ensure the proper and efficient administration of the public State Vocational Rehabilitation program, including those necessary to carry out all functions for which the State is responsible under this program in conjunction with the US DOE Rehabilitation Services Administration (RSA). One requirement is the need for a data collection system that can accurately capture and report all the required reportable Data Elements contained in RSA-PD-19-03 and ensure financial accountability of the federal funds received.

AwareVR is an electronic case management system that was developed and is maintained by Alliance Enterprises specifically for Vocational Rehabilitation agencies. Maine selected this application through the competitive bidding process. This electronic management information system is used to administer Maine Department of Labor programs offered by the Division of Vocational Rehabilitation and the Division for the Blind and Visually Impaired to eligible residents of Maine with disabilities through the Bureau of Rehabilitation Services (BRS).

AwareVR is a proprietary system of Alliance Enterprises and the State of Maine does not have access to the coding, nor the sufficient resources or expertise to provide its maintenance and support on an ongoing basis. This contract will ensure that BRS receives upgrades at least twice each year and will be able to comply with changes in reporting requirements that are ongoing with the reauthorization of the Vocational Rehabilitation program through the Workforce Innovation and Opportunity Act (WIOA).

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

This software and vendor, Alliance Enterprises, were selected through a competitive bidding process in 2010 (RFP # 201004691). Maine BRS has used AWARE VR since 2011, and it has proven to be an effective system that meets our needs. Currently, Alliance Enterprises, Inc. is the only vendor who is authorized to provide product Updates (which include corrections or patches) and/or Upgrades (which include enhancements and new features). In addition, Alliance is the only vendor who has direct access to all source code and technical documentation.

Additional qualities that make Alliance is uniquely qualified as a sole source include:

- Aware is currently being used in production by 40 Vocational Rehabilitation and/or Vocational Rehabilitation for the Blind programs in 34 states, with more than 12,000 agency end users. Alliance is the market leader for providing vocational rehabilitation case management systems in the United States.

PART III: SUPPLEMENTAL INFORMATION

- The Aware System is recognized by the US DOE Rehabilitation Services Administration as an acceptable software application to collect and report 407 federally required data elements.
- Alliance/Aware has demonstrated success in ensuring the security and accuracy of data for over 9,000 clients served annually by BRS with a required six year record retention policy.

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

BRS came to the conclusion that these costs are fair and reasonable after comparison to the User Maintenance and Support fees included in the last two years of the contract and in consideration of requirements set in the Federal WIOA program reporting. Alliance worked with the BRS to reduce the base rate to reflect the actual number of end users, which reduced BRS program costs by 14% in FFY 2023. The escalation percentage for subsequent contract years is 5%.

	Oct 1, 2022 To Sept 30, 2023	Oct 1, 2023 To Sept. 30, 2024
Cost	\$189,684.00	\$199,171.00

Total: \$388,855

Furthermore, the BRS has determined the cost of renewing the service contract is both economically and technically more efficient than undergoing a full RFP process. This determination was reached based upon the following factors:

- Staying with the vendor provides ongoing access to the licensed product, maintenance and two major upgrades per year, as well as minor fixes as needed, at a reasonable cost.
- BRS has no available funds to deploy a new MIS should one be selected. (Estimated cost based upon AwareVR experience would be well over \$2 million when factoring in related costs of Maine IT PMO and App Dev, as well as dedicated BRS staff for the project.)

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

The department will establish an RFP draft by the end of this 2-year extension. At that time, another 1-year extension will be granted for the RFP solicitation process to proceed.

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:	Kimberly Smith, Deputy Commissioner	Date: 9/26/2022
Signature of DAFS Procurement Official:	DocuSigned by:  41C2BA36FAF44CD...	
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date: 10/5/2022

Kathy Paquette

10/4/2022