



## 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:	Human Resources		
Department Contract Administrator or Grant Coordinator:	Kelly John Director of Human Resources		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 10,278.39	Advantage CT / RQS #:	20231010*0586
<b>CONTRACT</b>	Proposed Start Date: <b>10/6/2023</b>	Proposed End Date:	11/4/2024
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	
	Previous End Date:	New End Date:	
<b>GRANT</b>	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Litmos US LP 2700 Camino Ramon Ste 200 San Ramon CA PO Box 735297 Chicago, IL		
Brief Description of Goods/Services/Grant:	Learning Management Software		

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 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	LITMOS is a Learning Management Software. The Judicial Branch has been using Litmos for the past three years and has 99% uptime with no technical issues. Litmos is a very stable program and is highly customizable, allowing the JB to utilize different mediums of training to all staff. The Judicial Branch is in 31 different courthouses. Litmos allows us to provide online mandatory training to all staff members. Litmos also tracks all training to ensure compliance to mandatory training as directed by state and federal laws.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	Litmos' features exceed those of their competition and at a lower price. Litmos provides blended learning as well as compliance tracking as also provides over 600 e-learning course covering a wide variety of topics. All onboarding training and policy acknowledgements are conducted through Litmos.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	Litmos features exceeds than some of its competitors at a lower cost.
4. Describe the plan for future competition for the goods or services.	The department will re assess the needs of the branch and will look to put this service out to competitive bid.

<b>PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS &amp; RECOVERY PLAN (MJRP)</b>
Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).
<input checked="" type="checkbox"/> No – If No, proceed to Part V.

<b>PART V: APPROVALS</b>	
The signatures below indicate approval of this procurement request.	
Signature of requesting Department's Commissioner (or designee):	<small>DocuSigned by</small> <i>Barbara Carbone</i> <small>0107057109403</small>

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Typed Name:	Barbara Cardone	Date:	10/10/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/14/2023