



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:		Maine Judicial Branch		
Department Contract Administrator or Grant Coordinator:		Patrick Therrien		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$10,617.57	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	11/4/2024	Proposed End Date:	11/3/2025
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:		Litmos US, L.P. 548 Market St. Unit#34398 San Francisco, CA. 94104-54011		
Brief Description of Goods/Services/Grant:		Learning 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 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.	
	The Learning Management System allows us to provide training to all Judicial Employees throughout the state. It streamlines our compliance training for over 500 employees. The LMS is also used for New Hire Orientation Policy Compliance as well provides reporting and analytics capabilities include extensive charts, graphs, and report automation. Litmos also offers over 2000 professional development video-based courses on topics from compliance to customer service skills to health and well-being.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	
	The combination of the LMS and content library save vast amounts of time and effort for learning and development teams. Content can be created from scratch with the built-in Content Author tool or curated from the ready-to-use library that we access to. Litmos also enables us to deliver critical knowledge to our employees at any time, on any device. The MJB HR department has built all of their mandatory and optional trainings around the programs created within and by Litmos.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	
	Administrative Office of the Courts of Maine currently has secured a 78% discount off current Litmos list price as a legacy customer. This is very strong pricing for the LMS market. No other LMS can compete with the functionality Litmos provides at that cost.
4. Describe the plan for future competition for the goods or services.	
	Should Litmos no longer provide a significant legacy discount, the MJB will go out to bid.

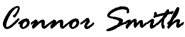

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  755F066F9C634D0...		
Typed Name:	Connor Smith	Date:	10/31/2024
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/31/2024