

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:	Maine Public Utilities Commission		
Department Contract Administrator or Grant Coordinator:	Harry Lanphear		
(If applicable) Department Reference #:	N/A		
Amount: (Contract/Amendment/Grant)	\$ 50,000 amendment, total contract \$330,000	Advantage CT / RQS #:	65A 20160107*2319
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	2/1/2016	Effective Date:
	Previous End Date:	1/31/2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Atlantic Staffing and Payroll Services, South Portland Maine 04106-6970		
Brief Description of Goods/Services/Grant:	Information technology and other services related to the Departments Case Management System.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
X	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	X	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.
The vendor provides IT project management and other services for the PUC's case management system (CMS) used by all staff and external utilities. In addition, the vendor provides other project management services as needed by the PUC.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

The vendor was selected via RFP 2001509166.

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

This is an ongoing contract for project management services. The Department is extending this an additional year as the vendor has providing exceptional service and is intimately familiar with the IT and business requirements of CMS. Rates have not changed from the original contract in 2018, so we are increasing the hourly rate from \$61 to \$65.

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

The MPUC will issue an RFP if similar work is required in the future.

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:	Harry Lanphear	Date:	November 3, 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	11/5/2020