

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:		07A Governor's Office			
Department Contract Administrator or Grant Coordinator:		Jeremy Kennedy			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 44,014.00	Advantage CT / RQS #:		20201021000000000469
CONTRACT	Proposed Start Date:	07/01/2020	Proposed End Date:	06/30/2020	
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:		VS0000019590 Leidos Digital Solutions, Inc.			
Brief Description of Goods/Services/Grant:		25 IQ users, support and Govcloud base			

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:

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

The Office of the Governor requires a Citizen Relationship Management and Business Process Management Software System to effectively serve the citizens of Maine. The system will facilitate communication between Governor's Office (and Maine State Government) and citizens. The system will receive or distribute communication and route it per the business rules established. The system must support web browsers, tablets and smart phones. The system must be easy to use while being secure. A commonly used, configurable, cloud based COTS application is required so it may be immediately provisioned to the Governor's Office and Citizens of Maine. These are the annual costs for using the system.

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 invoice for the annual cost for the Citizen Relationship Management system. No State Government computer system performs these functions.

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

Intranet Quotient is available through the State of Maine selected software reseller SHI; however, at a higher cost.

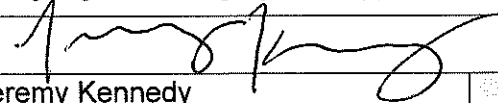
4. Describe the plan for future competition for the goods or services.

If Intranet Quotient is not available through the competitively chosen software reseller, other COTS packages to meet these needs will be studied.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.



Printed Name:

Jeremy Kennedy

Date:

10/21/20

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzose

Printed Name:

AEED9C7B3A8044E...
Justin Franzose

Date:

11/16/2020