

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:		Office of the Attorney General	
Department Contract Administrator or Grant Coordinator:		Mark Toulouse/Lindsey Chasteen	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 24,314.00	Advantage CT / RQS #:	CT 26A 20171031*1544
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:	11/30/2020	New End Date: 11/30/2021
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Occupational Research and Assessment, Inc. (ORA), 124 Elm Street, Big Rapids, MI, 49307	
Brief Description of Goods/Services/Grant:		Web-based Death Case Investigation Software Program Support	

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.

This application is designed for medicolegal death investigators who collect data at death scenes for the establishment of cause and manner of death and the certification of death (completion of death certificates). After researching solution, the Office identified a web-based Death Case Investigation program by Occupational Research Assessment Inc. This system is expected to meet our current urgent needs as well as further enhance our operating capabilities and save staff time with the included functionality below:

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PART III: SUPPLEMENTAL INFORMATION

1. Auto interface with the NMS and AIT forensic toxicology labs.
2. Auto interface with the Organ Procurement Organization (optional).
3. The unique ability to interconnect jurisdictions (sharing specific data between counties).
4. The unique ability to identify and flag multiple case variables across all system users (Network tracking).
5. Built on National Guidelines (developed by ORA for the US Department of Justice).
6. Interface with National Accreditation of Medical Examiners accreditation standards.
7. Exports data for the CDC's Sudden Unexpected Infant Death Investigation (UID) form.
8. Exports data for upload into the CDC's National Violent Death Reporting System (NVDRS).
9. The only system that automatically pushes UID data to NamUs (National Missing and Unidentified Reporting System).
10. The only system that automatically pushes UID data to the Colibri center for Human Rights.
11. Complies with all NAME data security standards.
12. Complies with DOJ security standards (e.g., NamUs).
13. Automatically exports drug data to the NAME drug death reporting system.
14. Mobile App for Apple and Android.
15. Unlimited user accounts.
16. Unlimited data storage for five years.
17. 100% web-based*

* No additional hardware, software or IT support is required by the end-user beyond a standard computer workstation with modern web browser software and a high-speed internet connection; USB barcode scanners and electronic signature pad may be added, but are optional.

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

While there are other case management database softwares on the market, Occupational Research and Assessment, Inc. is the only vendor offering this particular software, which was selected for the reasons cited above.

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

The initial cost was negotiated with MDILog. Because OCME does not have designated users in each county, with most users inputting data within the Augusta office. There are, however, twelve (at most) Medical Examiners throughout the state that will also be inputting data. These points allowed MDILog to reduce the cost down and include unlimited users and unlimited data. Costs:

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PART III: SUPPLEMENTAL INFORMATION

County	Type	Support	Discount	Base	Options	Annual Cost
Androscoggin, ME	Primary	Level 1	N.A.M.E.	\$1,502	Toxicology (\$129), VDRS (\$537)	\$2,168
Aroostook, ME	Primary	Level 1	N.A.M.E.	\$1,170	Toxicology (\$83), VDRS (\$344)	\$1,587
Cumberland, ME	Primary	Level 3	N.A.M.E.	\$5,800	Toxicology (\$348), VDRS (\$1,450)	\$7,598
Franklin, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$18), VDRS (\$75)	\$309
Hancock, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$33), VDRS (\$137)	\$386
Kennebec, ME	Primary	Level 1	N.A.M.E.	\$1,680	Toxicology (\$144), VDRS (\$800)	\$2,424
Knox, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$24), VDRS (\$100)	\$340
Lincoln, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$21), VDRS (\$85)	\$322
Oxford, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$35), VDRS (\$144)	\$395
Penobscot, ME	Primary	Level 1	N.A.M.E.	\$2,138	Toxicology (\$184), VDRS (\$764)	\$3,086
Piscataquis, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$11), VDRS (\$43)	\$270
Sagadahoc, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$22), VDRS (\$88)	\$326
Somerset, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$31), VDRS (\$128)	\$375
Waldo, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$24), VDRS (\$98)	\$338
Washington, ME	Secondary w/ Stats 1-24 cases per year	Level 1	N.A.M.E.	\$216	Toxicology (\$19), VDRS (\$80)	\$315
York, ME	Primary	Level 1	N.A.M.E.	\$2,817	Toxicology (\$242), VDRS (\$1,006)	\$4,065
Total				\$17,267	\$7,047	\$24,314


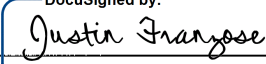
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4. Describe the plan for future competition for the goods or services.

While there are other case management database softwares on the market, Occupational Research and Assessment, Inc. is the only vendor offering this particular software, which was selected for the reasons cited above. If specific competition is identified which satisfies office requirements, we will provide an opportunity via RFP to secure the best product at the best price.

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:	Mark A. Toulouse, Admin. Services Division Chief	Date:	11/12/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	11/19/2020