



### 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.*

Department Office/Division/Program:		Maine Judicial Branch, Administrative Office of the Courts	
Department Contract Administrator or Grant Coordinator:		Gwen DeCicco	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ \$65,000	Advantage CT / RQS #:	20211108*1174
<b>CONTRACT</b>	Proposed Start Date:	11/8/2021	Proposed End Date: 3/1/2022
<b>AMENDMENT</b>	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
<b>GRANT</b>	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		BerryDunn, 2211 Congress Street, Portland, ME 04102	
Brief Description of Goods/Services/Grant:		The purpose of this Contract is to conduct a Point in Time Assessment of the case management system (CMS) implementation project.	

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

https://www.maine.gov/dafs/procurement/forms/procurement-justification-form-pjf-2021-11-08-1174.pdf

Please respond to ALL of the questions in the following sections.

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

Feedback in the pilot phase provided to the project team and the CMS project executives indicated a wide variety of successes and challenges associated with the project, prompting the MJB to determine that an independent assessment of the CCMS project at this time is warranted with the goal of determining the source of the challenges, enabling the MJB to make mid-course corrections designed to increase the likelihood of project success. Objectives of the Point in Time Assessment project include:

- Ensure a broad reach of stakeholder engagement during information gathering
- Identify strengths, weaknesses, opportunities and threats associated with the current implementation strategy
- Assess specific assessment areas associated with the CCMS project (see Table 4 below in Section 3.0 – Project Approach)
- Identify possible risks or issues inherent with the current CCMS implementation strategy
- Document findings based on outreach with in the MJB
- Provide a series of options for moving forward, along with advantages and disadvantages of each; enabling the MJB to make an informed decision on how to advance the project

Click or tap here to enter text.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Vendor's familiarity with the project, the CMS vendor, software, and system stakeholders make them uniquely positioned to perform the assessment. The vendor was hired under contract to assist with our RFP requirements and assisted with the review of the Maine contract in draft form. In addition, the vendor supplied OIT resources for a similar implementation of this software in Vermont, including providing the interim CIO. Time is important for this project and delays are costly and include project management by the vendor at \$24,000/month. This vendor is uniquely qualified to provide a timely review that will aid the branch in a successful rollout of this \$15 million project.

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

Deliverable costs are consistent with the industry standard. Costs are to be allocated as follows:

Table 7: Project Deliverable Costs

No.	Deliverable	Cost
D1	Project Work Plan and Schedule	\$3,500
D2	Point in Time Assessment Report DED	\$3,500
D3	Stakeholder Survey	\$5,000
D4	Draft Point in Time Assessment Report	\$35,000
D5	Final Point in Time Assessment Report and Presentation	\$18,000
<b>Total</b>		<b>\$65,000</b>

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

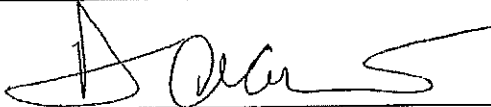
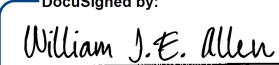
n/a

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Dennis Corliss	Date:	Click or tap to enter a date. 11/8/21
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Click or tap here to enter text.	Date:	Click or tap to enter a date.

William J.E. Allen

11/15/2021

NOI 1120210914 11/15/2021 - 11/21/2021