



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:		Human Resources Department	
Department Contract Administrator or Grant Coordinator:		Kelly John Director of Human Resources	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 9,950.00	Advantage CT / RQS #:	20221108*0653
CONTRACT	Proposed Start Date:	11/4/2022	Proposed End Date: 11/3/2023
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:		SAP America, Inc. 3999 West Chester Pike Newtown Square, PA 19073	
Brief Description of Goods/Services/Grant:		Annual Cost for Learning Management System (LITMOS) utilization	

### 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 checked="" 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.

Judicial Branch utilizes a Learning Management System to conduct Annual Mandatory Training for all Judicial employees across the state. That LMS is Litmos. The LMS also allows tracking of online, and workshops conducted within the organization. New Hire Orientation paperwork as well as acknowledgement of critical policies and procedures are tracked through the LMS. Recently we had a contract with SHI and SAP who owns Litmos. There was a breakup between SHI and SAP and are no longer working together. I had sent several requests to SHI and SAP in April of 2022 requesting an invoice to pay the annual fee for the LMS; however, received no response or any success. Due to the relationship breakup between SHI and SAP our LMS has been turned off due to lack of payment.

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

Litmos has been our provider for our Learning Management System since June 2020 and has had no downtime and has met every need we asked it to conduct.

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

Litmos is comparable to other LMS systems however offers more resources and expandability and at a lower cost.

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

Our plan to continue utilize Litmos for our LMS needs due to its flexibility, expandability, and ease of use for the end user.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

- Yes – If Yes, please attach the approved Business Case(s).
- No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

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



Procurement Justification Form (PJF)

Typed Name:	Dennis Corliss Director of Finance	Date:	11/8/22
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	11/14/2022