



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		DVEM, Maine Bureau of Veterans' Services		
Department Contract Administrator or Grant Coordinator:		Tracy E. Wheelden Contract/Grant Manager		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 17,699.84	Advantage CT / RQS #:	CT 15A 20231201*1566	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	1/2/2024	Effective Date:	8/12/2024
	Previous End Date:	1/1/2026	New End Date:	N/A
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Leidos Digital Solutions, Inc. 29040 Network Place, Chicago, IL 60673-1290		
Brief Description of Goods/Services/Grant:		SAA Project Form		

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 checked="" 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

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.	<p>The Intranet Quorum case management system is an essential tool in providing services to veterans in an efficient manner. We require the vendor’s support to use the IQ system successfully. The purpose of this amendment is to provide services to create a SSA service in IQ. Currently the SAA does not use IQ. Because of their reporting requirements to the Federal Government and that the service requires specialized reports in IQ this contract is needed to establish reporting by the beginning of the new college school term. The purpose of this amendment is to add software, maintenance and support, and professional services.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The vendor has previous experience completing migration of the bureau’s Access databases, digital archives, and paper records into the Intranet Quorum (IQ) case management system. Employees now utilize this system to view and update case management records, burial scheduling, park passes, recognition certificates, homeless services, constituent services, hunting/fishing licenses, education benefits, etc. Continued use of this system is needed to meet daily work objectives.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>When compared to the costs of previous work provided by the vendor, these rates closely compare, and the Bureau has deemed the costs fair and reasonable.</p>
4. Describe the plan for future competition for the goods or services.	<p>In the future, the Bureau plans to utilize MA - 2307050000000000001 for these services. The vendor currently has a working knowledge of the Bureaus’ platform and has established a long-term relationship with the Bureau. Seeking a new vendor will seriously hinder the needed updates expected to be in place by beginning of the new school year.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	

No – If No, proceed to Part V.

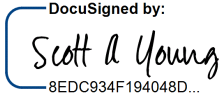
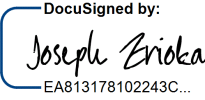
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Scott A. Young, Deputy Commissioner	Date:	8/28/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, IT Procurement Director	Date:	8/28/2024