



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:		Corrections		
Department Contract Administrator or Grant Coordinator:		Bethany Perry		
(if applicable) Department Reference #				
Amount: (Contract/Amendment/Grant)		\$29,640.00	Advantage CT / RQS #:	03A 20241105*0665
CONTRACT	Proposed Start Date:	1/1/2025	Proposed End Date:	12/31/2025
AMENDMENT	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.
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Lee Baxter Enterprises, Inc. Westbrook, Maine		
Brief Description of Goods/Services/Grant:		AOD Timeclock Services		

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 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.	This agreement will continue the annual maintenance and purchase of software and hardware that is associated with the electronic time and attendance for the Department. Software maintenance includes upgrades, bug fixes, etc., while hardware covers routine maintenance and repairs to the timeclocks.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	This agreement provides payroll time and attendance for the Department of Corrections. MFASIS/SOMER cannot effectively or efficiently provide the same collection system requiring the Department to continue this vendor relationship. The purchase of maintenance from the same vendor is common industry practice as it mitigates risk and down time of a key component (front end) to the Department's payroll processing for the majority of its workforce. This is a temporary need for the Department as we prepare to navigate to a new payroll system.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The cost for the maintenance has changed little compared to several years ago and is held steady from last year, which the Department considers to be fair and reasonable. As mentioned above, a SOMER solution was entertained a while back and the cost proposal was significantly higher.
4. Describe the plan for future competition for the goods or services.	The size and need for the Department is not very large so vendors willing to invest are limited. Given the complexity of pay rules, interfaces, troubleshooting response time and accurate payroll processing, risk mitigation is paramount.

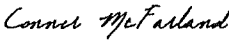

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS <u>Title 5, §18 and §18-A</u>, in harmony with MRS <u>Title 17, §3104</u>.</i>	

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):	DocuSigned by:  11/5/2024 <small>FD522942914A4F8...</small>		
Typed Name:	Conner McFarland, Correctional Operations Manager	Date:	
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	11/14/2024