

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: | | Department of Administrative and Financial Services, Bureau of Revenue Services | | | |
| Department Contract Administrator or Grant Coordinator: | | Rhonda Ainslie | | | |
| (If applicable) Department Reference #: | | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 7,335.00 | | Advantage CT / RQS #: | |
| CONTRACT | Proposed Start Date: | February 2, 2022 | | Proposed End Date: | February 2, 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: | | Perforce Software, Inc. 400 1 st Ave North, Suite200 Minneapolis, MN 55401 | | | |
| Brief Description of Goods/Services/Grant: | | Annual maintenance and support for Perforce Helix (TestTrack) defect/enhancement tracking software. | | | |

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.**

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

MRS uses Perforce Helix software as part of the formal MRS Change Management process to log system defects and enhancements, prioritize them, assign them to staff for remedying and tracking. MRS has been utilizing Perforce Helix (TestTrack) since 2008.

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

Perforce Helix is unique because it has built-in workflows to handle Systems Development, Quality Assurance, Project Management, and Issues Management for MRS's core applications used to conduct business.

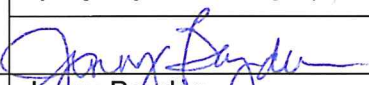
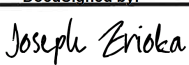
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

MRS is purchasing maintenance and support at a discount through Perforce GSA program available to State and Federal Government. MRS also uses licenses that are most session based versus user based which allows for more employees to use the software.

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

The software itself will become unnecessary when the agency implements its new holistic system.

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: | Jenny Boyden Associate Commissioner | Date: | 12-3-21 |
| Signature of DAFS Procurement Official: |  | | |
| Printed Name: | Joseph Zrioka | Date: | 12/6/2021 |