



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:		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)		\$ 9,609.00	Advantage CT / RQS #:	18F 20231206*836
CONTRACT	Proposed Start Date:	2/2/2024	Proposed End Date:	2/1/2025
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			
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.

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. Reference the RFP number, if applicable.

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 fully implements its new holistic system.

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

Does this request utilize ARPA/MJRP funds?

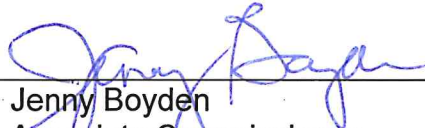
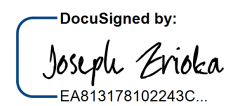
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jenny Boyden Associate Commissioner	Date:	12-6-23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/11/2023