



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: | | DAFS/MaineIT/CIO | | |
| Department Contract Administrator or Grant Coordinator: | | Ken Boykin | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 256,500.00 | Advantage CT / RQS #: | RQS 18B 20231227-0920 |
| CONTRACT | Proposed Start Date: | 12/1/2023 | Proposed End Date: | 11/30/2024 |
| 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: | | Gartner, Inc. PO Box 911319 Dallas, TX 75391-1319 | | |
| Brief Description of Goods/Services/Grant: | | Gartner Access and Data Standard Requirements | | |

| 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.

Public Law 2022 Chapter 717, An Act To Promote Equity in Policy Making by Enhancing the State's Ability To Collect, Analyze and Apply Data requires the establishment of State Data Management and Governance (DMG) Practice. An integral part of establishing the DMG Practice involves the publication of data policies and standards. Currently, MaineIT, in close collaboration with the Chief Data Officer (CDO) is trying to provide standards around Metadata Management, Master and Reference Data, Data Quality, and Data Integration and Interoperability; however, high operational workload and resource constraints are negatively impacting the team's ability to deliver the aforementioned standards.

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

Gartner is uniquely positioned to help the State of Maine efficiently and effectively publish these standards. Gartner has a well-established Data Management/Governance and Analytics practice that is globally lauded and recognized. In addition, Gartner is well-versed in the unique environments and challenges of Federal, State, and Local governments. In fact, Gartner was recently selected by the state of Utah to perform a comprehensive maturity assessment of Utah's Data Management and Governance Practice. That effort included detailed analyses of the foundational policies and standards compared to established best practice, as well as the unique environment of state government. Gartner uniquely possesses the (data, technology, and process) knowledge, skills, abilities, and experience, to deliver world-class standards in an accelerated timeframe.

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

MaineIT gathered multiple quotes for data standards development and Gartner provided the lowest quote within the time frame that was needed.

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

Maine IT will continue to seek multiple cost quotes through the vendor and the NASPO contracts for the best value for the state.

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

Does this request utilize ARPA/MJRP funds?


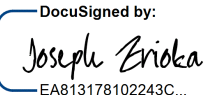
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

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): |  <small>DocuSigned by: A29C99359A37464...</small> | | |
| Typed Name: | Nicholas Marquis, Chief Information Officer | Date: | 12/27/2023 |
| Signature of DAFS Procurement Official: |  <small>DocuSigned by: EA813178102243C...</small> | | |
| Typed Name: | Joseph Zrioka, Director of IT Procurement | Date: | 12/27/2023 |