

Revised 12-26-24



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.

12/26 Revised per Procurement (provided answer Part III Q#4) emailed to Procurement

PART I: OVERVIEW			
Department Office/Division/Program:		Workers' Compensation Board	
Department Contract Administrator or Grant Coordinator:		Jan M. Adams	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 5,327.85	Advantage CT / RQS #:	RQS 90C 20241223.911
CONTRACT	Proposed Start Date:	3/1/2025	Proposed End Date: 2/28/2026
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:		Rocket Software, Waltham MA 02451	
Brief Description of Goods/Services/Grant:		Software license annual maintenance	

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.

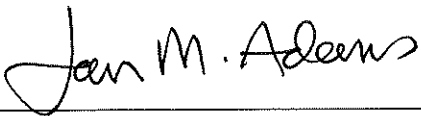
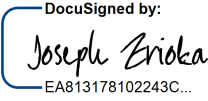
PART III: SUPPLEMENTAL INFORMATION	
1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.	The Board uses CorVu software from Rocket Software to query our Progress database. The query tool is necessary to produce reports and manage workers' compensation cases in order to meet the agency's statutory obligations under Title 39-A and to provide information to the legislature.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	CorVu is a proprietary product from Rocket Software. Annual license maintenance is required to allow continued use and support.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The Board's IT Manager worked with MeIT to specify services needed and negotiated a quote from the vendor
4. Describe the plan for future competition for the goods or services.	Currently the Board intends to continue using CorVu. CorVu is the Board's preferred query tool; most of our internal and external reporting is done using CorVu and significant time has gone into developing queries and reports using this software. The Board continues to consult with MeIT regarding software for querying our Progress database and we have not found another similar product that meets our needs.

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</u> and <u>§18-A</u>, in harmony with MRS <u>Title 17, §3104</u>.</i>	
<input checked="" type="checkbox"/> 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:	Jan M. Adams	Date:	12/23/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/30/2024