



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 \$10,000 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:		DVEM, Bureau of Veterans' Services		
Department Contract Administrator or Grant Coordinator:		Tracy E. Wheelden Contract/Grant Manager		
(If applicable) Department Reference #:				
Agency Department Code:	15A	Advantage CT / RQS #:	CT 15A 20251209*1343	
Amount: (Contract/Amendment/Grant)		\$110,403.60		
CONTRACT	Proposed/Original Start Date:	1/1/2026	Proposed/Most Recent End Date:	12/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Leidos Digital Solutions, Inc. Chicago, Illinois		
Brief Description of Goods/Services/Grant:		Software licenses for Internet Quorum (IQ) Cloud, which is hosted in Gov Cloud that is FEDRAMP certified, for State government customization hours for Project Management and Help Desk Support.		

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. Higher Education 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 Bureau currently utilizes 39 Internet Quorum (IQ) Leidos licenses that expire on January 1, 2026. Renewal is required to prevent a lapse in system access that would impede case management functions, delay responses, and disrupt essential services to veterans. The IQ platform is the Bureau’s primary case management system and is critical to maintaining operational continuity, data integrity, and timely service delivery.

Continued licensing and vendor support are necessary to maintain system functionality, security, and availability, and to ensure the Bureau can meet its programmatic and statutory obligations.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

As part of the Bureau’s procurement due diligence, pricing was solicited from the three approved Master Agreement vendors. All quotes received were more than \$10,000 higher than contracting directly with the system provider for the same scope of goods and services. Direct contracting is therefore the most cost-effective and compliant option.

It is also essential that the Bureau continue its relationship with the current vendor. The vendor completed the original migration of the Bureau’s Access databases, digital archives, and paper files into the Intranet Quorum (IQ) case management system, establishing a proprietary architecture that only the vendor can maintain. This migration significantly improved operational efficiency and created a unified platform for all program areas.

Employees now rely on the IQ system to support core functions including case management updates, burial scheduling, park pass issuance, recognition certificates, homeless services coordination, constituent services, hunting and fishing license inquiries, and education benefit processing. Continued vendor support is required to sustain these daily operations and ensure uninterrupted service delivery.

No separate solicitation (RFP/RFA/RFQ) was issued due to the proprietary nature of the system and the vendor’s exclusive ability to provide required maintenance and support.

Putting this contract out to bid and potentially selecting a new vendor or case management system would result in severe inefficiency, a significant learning curve, and substantial disruption to services provided to the public, veterans, and their families. The Intranet Quorum (IQ) system is proprietary, and the current vendor has exclusive ability to support and maintain it.

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

PART III: SUPPLEMENTAL INFORMATION

The negotiated costs are fair and reasonable based on a comparison with the three quotes obtained through the approved Master Agreements, all of which were more than \$10,000 higher than the vendor’s direct pricing for the same scope of services. The proposed rates also align with the vendor’s previous work for the Bureau and are consistent with historical pricing.

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

The Bureau will seek quotes from any prequalified vendors to ensure the most cost-effective and competitive pricing.

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) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):

Signed by:

E3A3608E0A33464

Typed Name:

Michelle Lenihan, Deputy Commissioner, DVEM

Date:

12/18/2025

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	DocuSigned by: <i>Lauren Mounmouris</i> <small>068D14CB3FF7408</small>		
Typed Name:	Lauren Mounmouris, IT Procurement Systems Analyst	Date:	12/18/2025