



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:		Maine Department of Labor – Bureau of Unemployment Compensation		
Department Contract Administrator or Grant Coordinator:		Suzan McKechnie		
(If applicable) Department Reference #:				
Agency Department Code:	12A	Advantage CT / RQS #:	CT 12A 20251205*1320	
Amount: (Contract/Amendment/Grant)		\$4,800,000		
CONTRACT	Proposed/Original Start Date:	12/15/2025	Proposed/Most Recent End Date:	12/31/2026
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:		Tata Consultancy Services LTD (TCS)		
Brief Description of Goods/Services/Grant:		Technological Maintenance and Support for Unemployment Case Management system		

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 checked="" 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 Department of Labor, Bureau of Unemployment Compensation administers the unemployment program through the ReEmployME system. The maintenance and support of the IT components to maintain the ReEmployME system are provided by TCS. Since 2012, and through 12/31/2025, the State of ME was in a three state consortium with the states of Mississippi and Connecticut with the Master contract ("turnkey agreement) held by the state of Mississippi. Both MS and CT have pursued their own stand-alone contracts with both TCS (CT), and a different vendor (MS), which is driving the need for ME to pursue its own stand-alone contract with our current system vendor, TCS.

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.

In November, 2025, Mississippi announced they were seeking an emergency contract with a different vendor than TCS to provide the maintenance and support of their unemployment system. ME has no prior relationship with the new vendor, and considering the timeframe associated with the transition, our best path forward was to continue our relationship with our current vendor, TCS, and pursue a one-year sole source contract.

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

Costs were negotiated with the vendor, TCS, in collaboration with IT and Department Technological SMEs.

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

ME plans to issue an RFP to solicit bids for the Support and Maintenance of the ReEmployME system through the competitive process.

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](#).

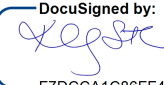
☒ The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

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):

DocuSigned by:

F7DCCA1C86FF452...

Typed Name:

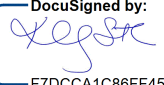
Kimberly Smith

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.

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

DocuSigned by:

F7DCCA1C86FF452...

Typed Name:

Kimberly Smith

Date:

12/18/2025

****OSPS Section Only****

Signature of DAFS
Procurement Official:

DocuSigned by:

7AA9094BA0244AB...

Typed Name:

Nancy Tan

Date:

12/19/2025

Certificate Of Completion

Envelope Id: 688BBAA7-7022-427A-835A-BD59DCEF662C
 Subject: Complete with Docusign: ITP-255710 PJF MDOL TCS.docx
 Source Envelope:
 Document Pages: 3
 Certificate Pages: 5
 AutoNav: Enabled
 Envelopeld Stamping: Enabled
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed
 Envelope Originator:
 John Spier
 John.F.Spier@maine.gov
 IP Address: 198.182.163.113

Record Tracking

Status: Original 12/18/2025 10:41:23 AM	Holder: John Spier John.F.Spier@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: Docusign

Signer Events

Nancy Tan
 Nancy.Tan@maine.gov
 Deputy Director of IT Procurement
 DAFS Procurement Services
 Security Level: Email, Account Authentication (None)

Signature

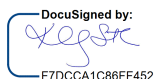
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Electronic Record and Signature Disclosure:
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Kimberly Smith
 Kimberly.A.Smith@maine.gov
 Deputy Commissioner
 Maine Department of Labor
 Security Level: Email, Account Authentication (None)


DocuSigned by:

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Signature Adoption: Uploaded Signature Image
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Electronic Record and Signature Disclosure:
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Nancy Tan
 Nancy.Tan@maine.gov
 Deputy Director of IT Procurement
 DAFS Procurement Services
 Security Level: Email, Account Authentication (None)

DocuSigned by:

 7AA9094BA0244AB...

Signature Adoption: Pre-selected Style
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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
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John Spier John.F.Spier@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 9/9/2021 7:08:18 AM ID: 548efd56-cc5f-4584-a2fc-df5efeeb03b4	COPIED	Sent: 12/19/2025 11:39:30 AM Resent: 12/19/2025 11:39:36 AM
Nancy Curran Nancy.L.Curran@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign	COPIED	Sent: 12/19/2025 11:39:31 AM Viewed: 12/19/2025 12:18:41 PM
Suzan McKechnie Suzan.C.McKechnie@maine.gov Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Accepted: 12/8/2025 3:23:41 PM ID: 0941c7f9-76f7-42b0-b6ba-099d4ac984e7	COPIED	Sent: 12/19/2025 11:39:32 AM
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Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
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Certified Delivered	Security Checked	12/19/2025 11:39:20 AM
Signing Complete	Security Checked	12/19/2025 11:39:27 AM
Completed	Security Checked	12/19/2025 11:39:32 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Carahsoft OBO Maine Office of Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Office of Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.