

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DAFS OIT / Shared Services	
Department Contract Administrator or Grant Coordinator:		Phillip Platt	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 100,800	Advantage CT / RQS #:	20181115000000001668
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:		Effective Date:
	Previous End Date:	4/5/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Premier International Enterprises, Inc 221 North LaSalle Chicaoo, IL 60601	
Brief Description of Goods/Services/Grant:		Data Migration to support the Cloud Application for Payroll	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

	A. Competitive Process		G. Grant
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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 has decided to delay the production cutover date for the Workday HCM solution from March 23, 2020 to a future date this is not yet determined. This change order is to ensure that support can continue to be provided, past the current contract end date of April 5, 2020, while the project schedule is finalized.

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PART III: SUPPLEMENTAL INFORMATION

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

The delay in production cutover date will require work from Premier to support the Department for a period of time that was not included in the Agreement.

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

The cost estimates were in line with the original cost estimates for the original Agreement and prior Change Orders.

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

Any further date changes would be a scope change and will require an approved change order.

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Heather Perrault
9C938649FAA247D...

Printed Name:

Heather Perreault

Date:

4/3/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Laurie Andre
A4D4AF6018C54EC...
Laurie Andre

Printed Name:

Date:

4/6/2020