



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 | | |
| Department Contract Administrator or Grant Coordinator: | | Hazel Stevenson | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ \$50,000 | Advantage CT / RQS #: | BPO 18F 1905160*0953 |
| CONTRACT | Proposed Start Date: | 5/28/2024 | Proposed End Date: | 12/31/2024 |
| 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: | | Accu-Time Systems, Inc 420 Somers Road Ellington, CT 06029 | | |
| Brief Description of Goods/Services/Grant: | | Replacement Time clocks for DOC and DHHS facilities needed for PRISM | | |

| 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. 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 State of Maine needs to replace the time clocks originally purchased for the HRMS project, which due to project delays are now 5 years old. The old clocks/badge readers cannot use the badges used by Corrections and DHHS hospital facilities, which also operate their security/ door access. Having multiple badges in the Corrections facilities is a safety and security issue for the Corrections Officers. The badge readers in the clocks cannot be upgraded easily to read the single badge. We need to have the same clocks at all facilities including DHHS. It is urgent to replace these clocks/readers immediately or the PRISM end to end test schedule and implementation schedule will be impacted. PRISM must go live at year end or there are significant consequences, including impacts related to payroll processing.

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

ATS was awarded the time clocks and services through a competitive bid RFQ BPO #18F 201905160*0953. No other bidder could meet the WorkDay requirements. PRISM configuration has been developed to integrate with the Acutime time clocks, and that selecting a different vendor would require reconfiguration and testing that would delay go-live and significantly increase costs to the PRISM project.

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

Acutime prices are in line with the original bid, other than expected annual increases

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

DAFS will continue to evaluate cost effective ways to provide future goods and services using competitive bid processes.

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

Does this request utilize ARPA/MJRP funds?

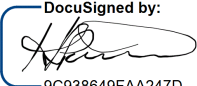
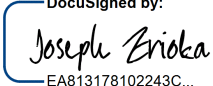
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

| | | | |
|--|---|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): | <p>DocuSigned by:</p>  <p>9C938649FAA247D...</p> | | |
| Typed Name: | Heather Perreault | Date: | 5/24/2024 |
| Signature of DAFS Procurement Official: | <p>DocuSigned by:</p>  <p>EA813178102243C...</p> | | |
| Typed Name: | Joseph Zrioka Director of IT Procurement | Date: | 5/23/2024 |