

# State of Maine Waiver of Competitive Bidding Request Form

**Form Instructions:** Please provide the requested information in the white boxes below. This form is to precede all contract requests that are not the direct result of a competitive bid process.

<b>Requesting Department's Contract Administrator:</b>	Tonia Ennis	<b>Office/Division/Program of Contract Administrator:</b>	DAFS/BHR/OSC
<b>Est. Contract Amount:</b>	\$ 58,604	<b>Contract or RQS Number:</b>	162752 NASPO MA #AR2507
<b>Proposed Start Date:</b>	<b>6/5/2019</b>	<b>Proposed End Date:</b>	6/1/2023
<b>Vendor/Provider Name, City, State</b>	Workday, Inc. 6230 Stoneridge Mall Road Pleasanton, CA 94588 (703) 402-3476		
<b>Short Description of Good or Service:</b>	SaaS – Cloud application for Payroll – amendment to add 4 system integrations		
<b>Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Procurement Services website for a period of seven consecutive calendar days.</b>		<b>To be completed by the Division of Procurement Services</b> Posting dates on Division of <i>Procurement Services</i> website: From: _____ To: _____	
<b>Notice of Intent to Waive Competitive Bidding Number:</b>		NOI#	
<b>1. Statutory Justification</b>			
State of Maine statute (5 M.R.S. §1825-B(2)) allows waivers of competitive bidding only for the specific reasons listed below. Please mark the appropriate box (X) next to the justification which applies to this specific request.			
<input type="checkbox"/>	A. The procurement of goods or services by the State for county commissioners pursuant to Title 30-A, section 124, involves the expenditure of \$2,500 or less, and the interests of the State would best be served;		
<input type="checkbox"/>	B. The Director of the Bureau of General Services is authorized by the Governor, or the Governor's designee, to make purchases without competitive bidding because, in the opinion of the Governor or the Governor's designee, an emergency exists that requires the immediate procurement of goods or services;		
<i>If citing the above justification for this Waiver of Competitive Bidding request, please have the requesting Department's Commissioner or Chief Executive (as the Governor's "designee") sign and date on the right.</i>		<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i> <b>Signature:</b>	
		<b>Printed Name:</b>	<b>Date:</b>
<input checked="" type="checkbox"/>	C. After reasonable investigation by the Director of the Bureau of General Services, it appears that any required unit or item of supply, or brand of that unit or item, is procurable by the State from only one source;		
<input type="checkbox"/>	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
<input type="checkbox"/>	E. The purchase is part of a cooperative project between the State and the University of Maine System, the Maine Community College System, the Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State involving: (1) An activity assisting a state agency and enhancing the ability of the university system, community college system, Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State to fulfill its mission of teaching, research, and public service; (2) A sharing of project responsibilities and, when appropriate, costs;		
<i>If citing the above justification for this sole source request, please note that the specific approval of the Governor's Office is required, in accordance with Executive Order 26 FY 11/12, "An Order to Enhance Competitive Bidding". The approval must be documented on DAFS/BGS/Division of Procurement Services "GOVCOOP" form, found here: <a href="http://www.maine.gov/purchases/info/forms/govcoop.doc">http://www.maine.gov/purchases/info/forms/govcoop.doc</a>.</i>			
<input type="checkbox"/>	F. The procurement of goods or services involves expenditures of \$10,000 or less, in which case the Director of the Bureau of General Services may accept oral proposals or bids;		
<input type="checkbox"/>	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single		

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source is the most economical, effective and appropriate means of fulfilling a demonstrated need.	
If a different authorization specifically allows for this non-competitive procurement, please provide that reference here:	

**Please note that the following four points below (#2 through 5) all require a response.**

**2. Description of Specific Need**

Please identify, and fully describe, the specific problem, requirement, or need the resulting non- competitive contract would address and which makes the goods or services necessary. Explain how the requesting Department determined that the goods or services are critical and/or essential to agency responsibilities or operations.

**Changes to Tasks in Scope:**

- Integration Development
  - This Change Order introduces four (4) new integrations to the scope of this SOW. The specific additional integrations are listed in **Table 1 - New Integrations Added to Scope of SOW**.

**Changes to Deliverables:**

- Integrations
  - The additional consulting effort associated with the four (4) new integrations listed in Table 1 below
- Workday assumes that fee for this change order covers all effort for Workday to create the specifications, development, testing and deployment of the four (4) integrations below
- Any new additional integrations outside the original agree upon list of 45 plus the four (4) below, will be a scope change and will require a new Change Order

**Table 1 – New Integrations Added to Scope of SOW**

Integration Type	Integration Name and Direction	Vendor or System, Integration Purpose, Assumptions, and/or Product Dependencies	Primary Responsibility
Custom EIB	Payroll Journals for Payroll Reversals:	Outbound integration to send payroll journal reversal lines from Workday Payroll to CGI Advantage	Workday
Custom Studio	W2, BIRT, and 1095C Printing	Outbound integration to send W2, US Bank BIRT Checks and 1095C data to customer's 3 <sup>rd</sup> party printing process	Workday
Custom BIRT	US Bank Check Printing	Custom BIRT layout for US Bank Checks generated via Settlement in Workday	Workday
Custom Studio	Benefits – Update Employee Prorated Rates:	Bi-directional integration to send Benefit Election information out to Studio for calculation of proration for non-Full-Time workers. Studio Integration will be initiated once the Benefit Election business process is initiated. Workers will need to refresh their Benefit Election page after initiation in order to see the updates to the prorated benefit amounts	Workday

**Changes to Project Schedule:**

- This Change Order will not modify the project schedule set forth in the current project plan.

**Changes to Go Live Date:**

- This Change Order will not modify the Go-Live Date in the Original SOW.

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### 3. Availability of other Public Resources

Please explain how the requesting Department concluded that sufficient staffing, resources, or expertise is not available within the State of Maine's government, or other governmental entities (local, other state, or federal agencies) external to the requesting Department, which would be able to address the identified need more efficiently and effectively than the identified vendor.

Workday is the sole source for creating these integrations within Workday for the implementation project in progress with the state of Maine. Resources within the state of Maine do not have the expertise to create these integrations.

### 4. Cost

Since a waiver of competitive bidding is being requested for this procurement, please explain how the requesting Department concluded the negotiated costs, fees, or rates are **fair and reasonable**.

The costs were negotiated with Workday. It was agreed to split the costs between Workday and the state of Maine.

### 5. Future Competition

Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

This is part of a multi-year contract for Workday SaaS solution and implementation.

**Please note that only one of the two points below ("Uniqueness" or "Timeframe") requires a response. Requesting Departments are not required to respond to both points.**

### 6. Uniqueness

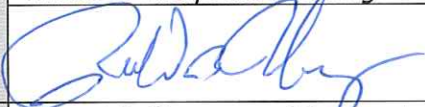
Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

The integrations within the Workday system are unique to Workday.

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**7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)**

Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. impact if delayed beyond this date). Also, provide information as to how it was determined this vendor is the best option to address this time-sensitive procurement.

<b>Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):</b>	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
<b>Printed Name:</b>	 Richard B. Thompson, JR., Deputy Commissioner of Operations
<b>Date:</b>	6/12/19



### CHANGE ORDER

<b>Customer Name</b>	State of Maine
<b>Workday Entity Name</b>	Workday, Inc.
<b>Name of Agreement</b>	NASPO Valuepoint Cooperative Participating Addendum
<b>Agreement Effective Date</b>	October 18, 2018
<b>SOW Effective Date / SOW #</b>	October 18, 2018 / SOW # 162752
<b>Change Order Effective Date</b>	The later of the dates beneath the parties' signature below
<b>Target Change Order Close Date</b>	May 31, 2019
<b>Currency</b>	USD
<b>Fee Type</b>	Fixed Fee

<b>Customer/Partner Project Manager</b>	Debra Arrington
<b>Project Name</b>	Workday HCM/PAY
<b>Project Sponsor</b>	Heather Perrault
<b>Workday Engagement Manager</b>	Bill Hansen
<b>Summary of Change Type</b>	Scope Changes for Retirees and Recruiting Data Conversion
<b>Impact Assessed by</b>	N/A
<b>Workday Region</b>	E&G

**Fees:**

The Professional Services Fees for this Change Order are \$58,604.00. The fees will be added to payment milestone #8 – Completion of Unit Testing. Payment #8 will increase from \$267,519 to \$326,123. Fees are payable in accordance with the terms of the SOW, or the Agreement to which the SOW is subject, as the case may be.

Any travel and other expenses associated with the Professional Services set forth in this Change Order are subject to the terms of the SOW or the Agreement to which the SOW is subject, as the case may be.

**Amendment:**

This Change Order amends the SOW identified above. Except as expressly amended by this Change Order, the terms of the SOW shall remain in full force and effect.

**Change Order Reason(s):**

- Scope addition: Integration

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**Changes to Project Schedule:**

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**Changes to Go Live Date:**

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**Impact Assessment:**

<b>Project Activities Affected</b>	Integration Scope
<b>Tasks removed from Original SOW</b>	N/A
<b>Tasks modified from Original SOW</b>	Integrations Scope
<b>Project Schedule Impact</b>	N/A
<b>Estimated Fees</b>	\$58,604.00



### CHANGE ORDER

Customer Contact Information	Billing Contact	Project Contact
<b>Contact Name</b>	Janre Mullins	Debra Arrington
<b>Street Address City, State /Province, Zip</b>	111 Sewall Street 4 <sup>th</sup> Floor Augusta, ME 04333	45 Commerce Drive Suite 13 Augusta, ME 0433
<b>Phone/Fax #</b>	207.624.7399	207.287.8730
<b>Email</b>	<a href="mailto:janre.mullins@maine.gov">janre.mullins@maine.gov</a>	<a href="mailto:Debra.Arrington@maine.gov">Debra.Arrington@maine.gov</a>

IN WITNESS WHEREOF, the parties' authorized signatories have duly executed this Change Order as of the later dates beneath the parties' signatures below.

**STATE OF MAINE**

**WORKDAY, INC.**

Signature

Signature

Richard B Thompson

Name

Name

DEPUTY COMMISSIONER OPERATIONS DAFS

Title

Title

6/12/19

Date Signed

Date Signed

## Arrington, Debra

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**From:** Schorr, Jaime C  
**Sent:** Thursday, June 06, 2019 10:32 AM  
**To:** Arrington, Debra  
**Cc:** Ennis, Tonia  
**Subject:** RE: Workday Maine Change Order for Integrations

I think you're all set with what you've provided and no additional documentation is needed.

My recommendation: Have Dick sign, have vendor sign, send through PMaine for processing.

Let me know if you have further questions.

Jaime C. Schorr, MBA, JD  
Chief Procurement Officer  
DAFS | [Bureau of Business Management](#)  
9 State House Station, Augusta, ME 04333  
(207) 592-5217

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**From:** Arrington, Debra  
**Sent:** Wednesday, June 05, 2019 10:13 AM  
**To:** Schorr, Jaime C <Jaime.C.Schorr@maine.gov>  
**Cc:** Ennis, Tonia <Tonia.Ennis@maine.gov>  
**Subject:** Workday Maine Change Order for Integrations

Hi Jaime,

Attached are the following Workday contract documents:

- WCB
- Change Order to the SOW – increase of \$58,604
- Workday Signed Contracts
- Workday NASPO SOW that this Change Order applies to

Please help me with the Amendment form. I have included the emails with Ellen below regarding Amendments for the previous zero dollar change orders. Does the attached Change Order constitute our amendment since there is no BP54 contract due to the NASPO Participating Addendum? Once I understand any additional documentation we need to provide, we will ask Dick to sign the WCB and process through Purchasing Maine.

Thanks!  
Debra

**From:** Schorr, Jaime C  
**Sent:** Tuesday, May 21, 2019 9:01 AM  
**To:** Arrington, Debra <[Debra.Arrington@maine.gov](mailto:Debra.Arrington@maine.gov)>