

## 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)	\$ 321,300	Advantage CT / RQS #:	20181115000000001668
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	11/13/2018	Effective Date:
	Previous End Date:	12/31/2020	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.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

The project Executive Sponsorship has delayed the go live date for the implementation of Workday due to outstanding configuration and testing. This delay in production cutover date will require work from Premier to support the Department for a period that was not included in the Agreement. This change order is to ensure that support can continue to be provided past the current end date of December 31, 2020.

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

The planned work is attached from Premier and includes, among other tasks: continued data quality enhancements for legacy, prepping for the Payroll Parallel build, generating payroll history, time entry and pay input files, working with agencies and the data team to clean up legacy data, and build files for Payroll Parallel.


#### 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

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	Heather Perreault	<b>Date:</b>	1/4/2021
<b>Signature of DAFS Procurement Official:</b>			
<b>Printed Name:</b>		<b>Date:</b>	