

## MEMORANDUM

**Date:** August 18, 2016  
**To:** Sandy Matheson, Executive Director  
**From:** Rebecca A. Grant, Deputy Executive Director  
**Re:** Request for Sole Source Procurement – Absolute Capture

**Background:**

MainePERS is approaching the go live date for its Vitech V3/Version 10 implementation. The target date for moving to Version 10 is slated for November. Part of the work that lies ahead between now and go live is User Acceptance Testing (UAT). Included in the testing is the functionality of the imaging system as documents are imaged to the Version 10 environment.

MainePERS needs to contract with a vendor to provide imaging interface with the new version of V3. In addition, new scanners need to be purchased and configured by the imaging support vendor. MainePERS has previously worked with Absolute Capture on an as needed basis but does not have an existing support agreement for the organization's existing needs.

**Risk of Change:**


In analyzing the existing environment, we learned that Absolute Capture has customized proprietary software in the imaging interface between the scanners and V3. Further exploration has found that Absolute Capture is the only source of this software, and using another vendor would create an unacceptable risk of compatibility problems that could jeopardize the successful transition to the new version of V3.

**Recommendation:**

MainePERS and Vitech are scheduled to enter into UAT shortly. Ensuring the effective flow and functionality of the imaging process is critical to the success of the Version 10 go live process.

The V3 Oversight Council and IT personnel recommend that we use sole source procurement from Absolute Capture given the critical nature of our business needs.

I concur  
 I do not concur

  
\_\_\_\_\_  
Sandy Matheson

8-24-16  
\_\_\_\_\_  
Date

cc: Michael Colleran, General Counsel  
Sherry Vandrell, Director of Finance  
Ryan McArthur, Security Administrator  
John Mavodones, Network & Operations Supervisor  
Bill Marr, Development Supervisor

## MEMORANDUM

**Date:** November 19, 2019  
**To:** Sandy Matheson, Executive Director  
**From:** Rebecca A. Grant, Deputy Executive Director  
**Re:** Request for Sole Source Procurement – Absolute Capture

**Background:**

MainePERS is in the midst of a migration from Windows 7 to Windows 10. The Windows 7 product goes off support in 2020. In order to move the Document Center personnel on to Windows 10 computers, technical support is needed with the upgrade to ensure compatibility with Kofax (scan stations) and the proprietary custom code upgrade from Absolute Capture.

The Document Center's ability to function in the Windows 10 environment is critical to their front-end imaging in the V3 workflow processes. Because this work involves working with Absolute Capture's proprietary code, no other vendor can perform it.

**Recommendation:**

Sole source procurement from Absolute Capture.

I concur

I do not concur

  
Sandy Matheson

11-20-19  
Date

## MEMORANDUM

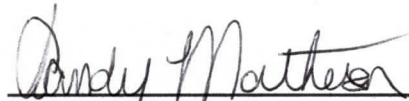
**Date:** August 4, 2021  
**To:** Sandy Matheson, Chief executive officer  
**From:** Rebecca A. Grant, Director of Administration  
**Re:** Request for Sole Source Procurement – Adobe Software

Background:

Prior to FY 21 MainePERS had adopted Adobe software for working with .pdf documents. In conjunction with moving to a primarily remote workforce because of the pandemic, MainePERS had a need in FY21 for new licensing and distribution of this software to support the remote work. Switching to a different vendor's software was not feasible because of significant compatibility, delay, and expense issues.

I expect the need for the Adobe licenses to continue and recommend a waiver for competitive procurement covering FY21 and prospectively.

I concur  
 I do not concur

  
\_\_\_\_\_  
Sandy Matheson

8-6-2021  
\_\_\_\_\_  
Date:

## MEMORANDUM

**Date:** August 26, 2013

**To:** Rebecca Grant, Deputy Executive Director

**From:** Rebecca Kirker, Chief Accountant  
Karen O'Connor, Human Resources Manager

**Re:** Payroll & HR Services

After a thorough review of our internal payroll process and current payroll software, CORT, it has been determined that there is a significant amount of risk and unacceptable inefficiencies in preparing and reporting payroll and HR data for the MainePERS staff.

A team, made up of A&F and HR staff, has been working together over the last few months to analyze the issues we are experiencing with CORT, and processing payroll in general. We identified two major areas of concern:

- 1) **Functionality and effectiveness of CORT:**  
It is unanimous amongst CORT users, that it is an ineffective system that causes errors, headaches and delays on a frequent basis. Examples include inconsistent outputs in both TEST and PROD, a lack of ability to handle certain payment scenarios, glitches with data that is shared between the PR & HR modules, and a lack of basic reports needed for analysis and payroll reporting. The result is increased errors, manual and duplication of work, and work arounds that tend to cause unintended issues in other areas.
- 2) **Risk involved with not sufficiently keeping our staff trained in current payroll processing law:**  
Keeping current on payroll law is not an easy task. It is vast, sometimes complicated and unclear, and always changing. A great deal of ongoing training would be required, and even then, interpretation of the laws can be challenging. This risk will only increase with the upcoming changes in law coming from the Affordable Care Act and other legislation.

With cost and risk management as top priorities, the consensus of the group was that the most effective and beneficial solution would be to pursue an outside payroll service, including an integrated HR module and Time & Attendance module. While it is possible to have a separate HR system, it is most effective and highly recommended to have a system or service that also provides an HR function that is integrated with payroll. MainePERS has been researching a Time



& Attendance product for several months, so it only made sense to research and compare any similar product that might be offered by a payroll service.

While our staff will still perform all of the work involved in processing payroll, a payroll service would considerably reduce risk by providing expertise on payroll law and configuring a payroll system unique to our needs, in accordance with all state and federal laws.

Through previous experience, it was determined that a payroll service could likely cost less than the \$10,000 RFP requirement. As a result, we were given approval to reach out to obtain a quote from ADP, Inc., one of the largest and most respected payroll service providers in the country. We scheduled a product demo and discussed their product in great detail, ensuring that they met our basic needs. We found that ADP more than met our needs, and exceeded our expectations both in functionality of their product and customer service.

We also considered our staff's history and experience with ADP. Our Payroll Accountant, Chief Accountant and Director of Finance have all worked with ADP in the past, with nothing but positive experiences. In addition, Kathy Alley, Employer Services Supervisor, has an ongoing relationship with ADP, including bi-annual check-in meetings to proactively make sure changes in Employer Self-Serve and ADP software upgrades occur seamlessly for our mutual customers. Attached is a list of Participating Local Districts that currently process their payroll through ADP.

Based on the following factors, the team then determined it is imperative to make the switch to a payroll service with the upcoming change of the calendar year, on January 1, 2014. Going live January 1, 2014 would require implementation to start around September 1, 2013. This includes time to work out kinks and provide proper training to staff.

- 1) From a historical data/accounting trail/ease of transition point of view, it would be burdensome to staff and potentially cause issues with data and confusion with reporting to switch to a payroll service mid-year.
- 2) If implementation were delayed to January 1, 2015, maintaining support of CORT, along with providing the essential training we would need to maintain in-house payroll processing for another year, would not be cost effective.
- 3) Another year with CORT would only continue to put us at risk for errors, waste valuable staff time and money, and prevent us from providing the excellent service to our staff that we know we are capable of providing with the proper resources.

Please see the attached document for a schedule of estimated fees. You will see that based on the funds needed in FY14 of \$8,269, we are well under the \$10,000 RFP requirement. We are slightly higher annually, with \$13,338 per year, however, this includes the time and attendance feature, which would replace an existing manual process requiring circulation of timesheets to supervisors and then routing on to HR. The ADP module is significantly less expensive than the

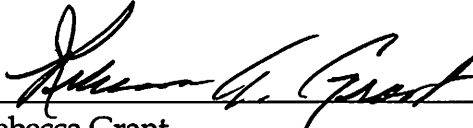


proposed time and attendance module development presented to us in early summer by Systems Engineering, with an estimated cost of \$50,000

While we were certain the circumstances around switching to a payroll service on January 1, 2014 would support sole source procurement, the team agreed there was time to pursue one additional quote and demo from Advantage Payroll, another very large and respected payroll service provider. The staff at Advantage Payroll had some difficulty with flexibility in their ability to meet our needs throughout the demo process and their customer service wasn't as impressive. More importantly, the appearance and flow of their product seemed to be busy and wasn't as organized and user friendly as ADP's. Their quote for services was slightly higher than ADP, as shown on the attached fee schedule.

Based on time constraints, cost effectiveness, and risk management we recommend and support proceeding with sole source procurement with ADP, Inc.

I approve the recommendation and authorize negotiations to commence with ADP, Inc.

  
\_\_\_\_\_  
Rebecca Grant

  
\_\_\_\_\_  
Date

# MEMORANDUM

**Date:** February 5, 2018  
**To:** File  
**From:** Michael J. Colleran *MJC*  
**Re:** Sole Source Justification for Bernstein Shur

Attorney Linda McGill of Bernstein Shur has represented MainePERS in collective bargaining matters for nearly 25 years. She specializes in representing Maine public sector employers in this area. As a result of this representation, and in particular her representation of MainePERS in its negotiations with the Maine State Employees Association in the evolutionary development of our collective bargaining agreements, Ms. McGill has unique expertise that cannot be replaced by another attorney. This expertise is necessary for MainePERS to negotiate responsible, prudent contracts while avoiding unnecessary conflict.

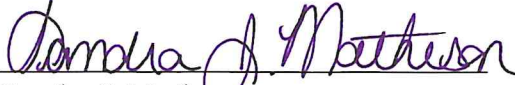
Our retention of Ms. McGill has been approved by the Attorney General. In the approval process, the Attorney General's office reviews our justification for the retention and the attorney's fee rate, retention terms, and expertise.

Sole source procurement of collective bargaining legal services from Ms. McGill through her firm, Bernstein Shur, is justified under these circumstances.

This justification applies to services provided by Ms. McGill beginning in FY2015 and continuing. It was prepared following a request from the Joint Standing Committee on Appropriations and Financial Affairs for the justifications supporting the waivers listed on our annual report pursuant to 5 M.R.S. § 12023. This request caused us to review our records, which revealed that we had not previously documented the justification for this sole source procurement.

I concur.

I do not concur.

  
Sandra J. Matheson  
Executive Director

Date: February 6, 2018



**MEMORANDUM**

**Date:** July 15, 2019  
**To:** Sandy Matheson, Executive Director  
**From:** Michael J. Colleran, General Counsel *MJC*  
**Re:** Sole Source Justification for Bett Solutions LLC


MainePERS has adopted the Korn Ferry Hay Group's Leadership Architect competency-based approach for hiring, job descriptions, and related human resources activities. Sole source procurement from Bett Solutions LLC was approved in February of 2017 for training on this approach. Bett Solutions has trained the Senior Management Team and others on the approach and is scheduled to train additional staff this September. We now would like to contract with Betts on workshops with the Senior Management Team and the Board of Trustees on using the approach in selecting the next Executive Director. The cost is expected to be \$15,000.

Switching to a different vendor for this engagement likely would cause compatibility problems and be impractical because of the prior and ongoing training Bett Solutions has provided to MainePERS.

Sole source procurement of the services from Bett Solutions is justified under these circumstances.

I concur.

I do not concur.

  
\_\_\_\_\_  
Sandra J. Matheson  
Executive Director

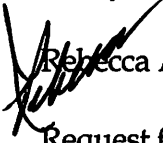
Date: July 15, 2019



## MEMORANDUM

**Date:** March 28, 2017

**To:** Sandy Matheson, Executive Director

**From:**  Rebecca A. Grant, Deputy Executive Director

**Re:** Request for Sole Source Procurement - Bett Solutions

Background:

MainePERS has decided to use the Korn Ferry Hay Group's Leadership Architect competency-based approach for hiring and developing job descriptions. It presents thirty-seven competencies in a logical, structured framework, which we would be able to incorporate into our system.

Korn Ferry owns the Leadership Architect intellectual property and controls the conduct of training, which they provide directly or through one of their licensed Global Associates. They do not permit their Global Associates to compete on price, so the training costs the same regardless of the provider. The only difference among providers is travel expenses. Bett Solutions, located in Upton, Massachusetts, is the closest Global Associate to us, which would minimize travel expenses to the System.

Since the training is available only from Korn Ferry or one of its licensees, who do not compete on cost, sole source procurement is appropriate.

Recommendation:

I recommend that we use sole source procurement from Bett Solutions for Leadership Architect training.

I concur  
 I do not concur

  
Sandy Matheson

03-29-2017  
Date

**Cc:** Michael Colleran, General Counsel  
Sherry Vandrell, Director of Finance  
Jim Dusch, Deputy Executive Director  
Val Scott, Associate Deputy Director  
Karen O'Connor, Human Resources Manager

**Date:** October 23, 2013  
**To:** Rebecca Grant  
**From:** John Mavodones  
**Re:** Sole Source Justification - Dell Computer Corporation

The client computing environment at MainePERS currently consists of laptops and PCs from Dell Computer Corporation. MainePERS has been deploying Dell laptops since 2002 and Dell desktop computers since 2004. MainePERS prior approach was to have a mixed environment of low cost client systems that were comprised of different brand names from multiple suppliers and vendors. This approach led to significant support challenges and drove MainePERS to adopt a single platform policy.

The current replacement strategy calls for refreshing approximately 25% of the Dell client systems each fiscal year. This allows MainePERS to deploy newer models into the mix with a minimum of interruption to staff. MainePERS has attempted large scale upgrades and deployments of multiple systems over short durations and has found that approach to negatively impact business operations. The technical challenges and the significant amount of change with a large deployment make that approach not feasible for MainePERS. A phased deployment impacts fewer staff and allows for a period of time for IT to resolve any technical issues and apply those lessons to future deployment phases. The annual equipment cost for this approach is approximately \$25k. The time and effort to train end user staff is significant with a large scale rollout and potentially creates significant impacts on the entire organization if application issues or incompatibles are discovered.

MainePERS technical staff has a high level of familiarity with the Dell product line. IT members are comfortable with the configuration process and are able to make system changes and modifications easily based on the many years of experience using the Dell product line. MainePERS utilizes an application Operating System deployment tool which has worked very well within the Dell hardware environment. MainePERS has established multiple application images that are specific to each MainePERS business unit. These images are useful only with the hardware platform on which they were created. Shifting to a new hardware platform would render these application images obsolete and require an entire overhaul of the client deployment process. This would generate significant costs associated with a transition to a new platform including the retraining of MainePERS IT staff.



MainePERS has verified the Dell product line to operate with the V3 line of business application. IT staff are comfortable that there are no incompatibilities with the client hardware and the operation of V3. This is critical for support as the V3 application is at the core of the MainePERS business process. When technical issues arise with V3, the hardware used is easily eliminated as the cause of the issue.

Dell offers public sector pricing to MainePERS which allows the agency to purchase the Dell product line at the same or lower prices that can be offered by 3<sup>rd</sup> party resellers of the same model. MainePERS has inquired with Dell about contract pricing agreements for the agency. The response was that Dell has an existing public sector program in place for an agency of our size and would not engage in a contract agreement.

The Dell direct option has proven to be the best pricing source and has minimized warranty support issues that can occur from 3<sup>rd</sup> party resellers. Those issues arise when the 3<sup>rd</sup> party reseller does not properly transfer ownership of the Dell equipment to the customer. This can delay parts replacement and cause issues with receiving timely customer support. The loss of performance of a computer creates delays for business unit personnel awaiting repair or replacement.

When a uniform computing environment is adopted, there are far less variables when it comes to support. When new software updates are deployed, there can be issues with specific hardware platforms. Having a single vendor source and brand name provides one less area that need be explored when it comes to the cause of technical issues.

Dell has an excellent track record of support with MainePERS and with many other high profile customers. Dell is widely acknowledged within the industry as providing excellent customer support. Being an established public sector customer with over a 10-year business relationship, MainePERS qualifies to receive a premier tier of support and pricing. This allows MainePERS to receive a dedicated account rep that has detailed knowledge of the current agency IT environment and can assist with new model selection and configuration of new client systems. The pricing and discounts MainePERS receives through this Dell Direct premier tier public sector channel is better than what MainePERS has received in the past when purchasing through retail third party resellers.

If MainePERS should decide to go with another make and model of client system, it would require a significant amount of time to test and implement the new systems. There would be significant business interruption as these systems were deployed and new technical issues investigated and tested. IT staff would require training on the new system and agency staff would need time and training to become familiar as well. There would likely be a period of a mixed system environment based on the 25% deployment strategy which would be a challenge in



supporting applications such as V3. Based on previous agency experience, the mixed product environment causes significant support challenges for IT.

The standard warranty support provided by Dell is amongst the best in the industry. Dell provides 3-year next day warranty support and 24/7 customer service. The Dell computers and laptops purchased by MainePERS have been very reliable and have required few repairs. When warranty parts have been needed, Dell support has provided a part the next business day.

Dell is recognized as a premier computer manufacturer. With lower cost systems, there are generally higher percentages of system failures due to the use of lower quality parts. Dell produces very high quality premium computing systems with full component testing. Many high profile organizations have adopted Dell as their client technology standard based on the high level of performance and quality of support from Dell.

As the IT Network and Operations Supervisor, I recommend that MainePERS continue its direct purchase arrangement with Dell Computer Corporation.



## Authorization for Sole Source Procurement

Name of Sole Source Procurement: Desktop and Laptop Computers  
Number of Sole Source Procurement: 2013-003

The Attached Sole Source Procurement  
Justification Is Submitted for Approval by:

With the Concurrence of:

John M. Mavodones  
Network and Operations Supervisor  
Date: October 23 2013

Rebecca A. Grant  
Deputy Executive Director  
Date: October 25 2013

---

Approved for Legal and Policy Compliance:

Michael J. Colleran  
Associate General Counsel  
Date: October 23 2013

Approved for Budgetary Compliance:

Sherry Vandrell  
Director of Finance  
Date: October 21, 2013


Sole Source Procurement Approved:

John C. Milazzo  
Chief Deputy Executive Director  
Date: October 25 2013

## MEMORANDUM

**Date:** March 28, 2017

**To:** Sandy Matheson, Executive Director

**From:**  Rebecca A. Grant, Deputy Executive Director

**Re:** Request for Sole Source Procurement - Korn Ferry Hay Group

Background:

MainePERS has decided to use the Korn Ferry Hay Group's Leadership Architect competency-based approach for hiring and developing job descriptions. It presents thirty-seven competencies in a logical, structured framework, which we would be able to incorporate into our system.

Korn Ferry owns the Leadership Architect intellectual property. In order to use this system, MainePERS would have to purchase a license and certain publications that are available only from Korn Ferry. The license would allow us the freedom to alter, copy and modify the content for full utilization within MainePERS. This would include the ability to create a competency model for MainePERS, incorporating competencies into job descriptions, and thus establishing a comprehensive competency-based talent management framework.

Since the Leadership Architect model is proprietary to Korn Ferry Hay Group, there is no other vendor with the right to provide this system.

Recommendation:

I recommend that we use sole source procurement from Korn Ferry Hay Group for the Leadership Architect intellectual property license.

I concur

I do not concur

  
\_\_\_\_\_  
Sandy Matheson

03-29-2017  
\_\_\_\_\_  
Date

**Cc:** Michael Colleran, General Counsel  
Sherry Vandrell, Director of Finance  
Jim Dusch, Deputy Executive Director  
Valerie Scott, Associate Deputy Director  
Karen O'Connor, Human Resources Manager

## MEMORANDUM

**Date:** July 21, 2020  
**To:** Sandy Matheson, Executive Director  
**From:** Rebecca A. Grant, Deputy Executive Director  
**Re:** Request for Sole Source Procurement – Korn Ferry Hay Group

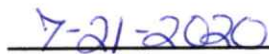
Background:

Following a competitive procurement process, MainePERS contracted with the Korn Ferry Hay Group in 2018 for determining the compensation structure for its confidential employees. The revised structure was implemented in late 2018 for this classification of personnel.

MainePERS now has decided to conduct a compensation study for certain positions. It is essential that this study be conducted by the same vendor in order to maintain consistency and compatibility with the structure adopted in 2018. This would also avoid unnecessary delay and expense in having a new vendor study and learn the existing structure. For these reasons, procurement of the compensation study services from Korn Ferry Hay Group satisfies the Procurement Policy's criteria for a waiver from competitive procurement.

I concur  
 I do not concur

  
Sandy Matheson

  
Date:

**Date:** April 28, 2020  
**To:** Sandy Matheson, Executive Director  
**From:** Valerie E. Scott, Associate Deputy Executive Director  
**Cc:** Rebecca Grant, Deputy Executive Director  
**Re:** Request for Sole Source Procurement – LogMeIn-Jive Cloud Phone Services

**Background:**

The coronavirus pandemic created an immediate need for MainePERS to alter its mode of operation. This included closing the facility to walk-ins, limiting on-site staff to essential personnel and moving the rest of staff to work-at-home status. In this operating mode MainePERS must rely on telephonic and electronic communications to service members, retirees and stakeholders and to transact all required business processes both on-site and remotely.

MainePERS legacy on premise NEC-PBX phone system is off-support and not upgradable. In its current configuration it is unable to support phone messaging volume nor is it able to deliver MainePERS phone services to the remote workforce. Approximately half of MainePERS capacity, working remotely, lack connection to the corporate phone infrastructure limiting their availability to service members, retirees and stakeholders creating what will become an unsustainable backlog. This communication infrastructure deficit presents an immediate need for a cloud based solution and does not allow time for a competitive bidding process.

LogMeIn-Jive cloud based services meet MainePERS current and future telephone communication needs. Monthly service costs are comparable to other commercial cloud vendors. LogMeIn-Jive implementation (phone system configuration and migration) can be supported by MainePERS existing managed services provider, Presidio speeding implementation by eliminating the need to secure additional external resources for the project.

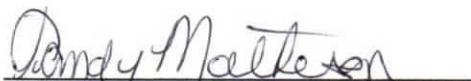
Because of the essential nature of telephonic communications and the immediate business need caused by the coronavirus crisis, sole source procurement on an emergency basis from LogMeIn-Jive is justified.

**Recommendation:**

Sole source procurement from LogMeIn-Jive.

I concur

I do not concur

  
Sandy Matheson

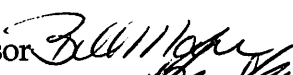
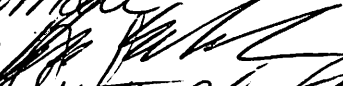


04/28/2020  
Date



## MEMORANDUM

**Date:** November 12, 2015

**To:** Sandy Matheson, Executive Director

**From:** Rebecca Grant, Deputy Executive Director  
William Marr, Systems Development Supervisor   
John Mavodones, Network and Operations Supervisor   
Ryan McArthur, Security Administrator   
John Milazzo, Chief Deputy Executive Director and Legal Counsel 

**Re:** Sole Source Justification for Purchase of Oracle Software Licenses and Support Services from Mythics, Inc.

In October of 2013, MainePERS approved sole source procurement of software support services from Oracle for Oracle-licensed software that is integrated with Vitech's V3 Line of Business software environment. As the sole source justification noted at that time, V3 is dependent upon the Oracle software, and there is no other compatible software.

MainePERS is in the process of migrating from version 8 to version 10 of V3. The migration to the new version of V3 causes a cascade of upgrades which includes computer hardware and Oracle software supporting the V3 environment. Additionally, the upgrade of V3 enables the implementation of data encryption to protect confidential information, a new business and data security requirement.

Oracle Corporation licenses their products to individual servers with license costs attributable to server processing capacity. The V3 upgrade and related hardware upgrade requires additional Oracle software licenses along with the new licenses for data encryption. The licenses encompass the entire production, development, and disaster recovery environments, a total of five servers. As part of the V3 migration, new Oracle software was recently installed on the new servers encompassing the Quality Assurance (QA) and Development environments resulting in the need to license the environment with Oracle at this time.

As a result of the above, it is necessary for MainePERS to purchase additional Oracle licenses and support services beyond those covered by the existing sole source contract.

For purchase of the licenses and support services, Oracle has directed MainePERS to Oracle's resale partner, Mythics, Inc., and has informed MainePERS that Oracle's resale program is structured so that MainePERS cannot receive a lower price from Oracle or another vendor. Oracle




provided a quotation for procurement through Mythics of one-time upgrade fees of \$585,701; and annual support and maintenance costs of \$113,877.70 in addition to current costs.

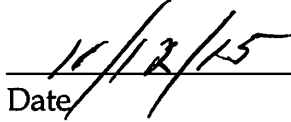
MainePERS' Director of Finance has noted that the payment for the licenses would occur immediately, and the purchase would be added to the Capital budget and depreciated.

The Technology Team believes that sole source procurement is justified under our Procurement Policy because it would be impossible to obtain the required licenses and support from another vendor on more favorable terms.

I agree

I do not agree

  
Sandy Matheson

  
Date

## MEMORANDUM

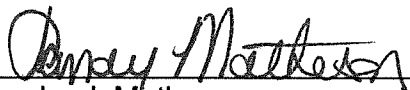
**Date:** February 3, 2020  
**To:** Sandy Matheson, Executive Director  
**From:** Michael J. Colleran, General Counsel *MC*  
**Re:** Sole Source Justification – Olson Hagel & Fishburn LLP

In the summer of 2019, a potential conflict of interest issue was discovered involving investment staff. This issue had to be resolved immediately to remove or adequately mitigate any conflict. MainePERS required outside fiduciary counsel to help analyze and address this issue. The urgency did not allow time to perform a competitive procurement process. As a result, sole source procurement from Olson Hagel & Fishburn LLP was justified under the circumstances,

Our retention of this firm has been approved by the Attorney General. In the approval process, the Attorney General's office reviews our justification for the retention and the attorney's fee rate, retention terms, and expertise.

I concur.

I do not concur.

  
\_\_\_\_\_  
Sandra J. Matheson  
Executive Director

Date: February 3, 2020

## MEMORANDUM

**Date:** September 13, 2019  
**To:** Rebecca A. Grant, Deputy Executive Director - Administration  
**From:** Douglas J. Butler, IT Manager  
**Re:** Request for Sole Source Procurement – Oracle Consulting


### Background

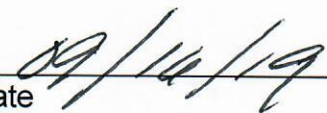
The V3 system is based upon a back-end database, together with several application, web, and batch processing servers. The database used is Oracle RDBMS. V3 utilizes Oracle WebLogic technology to deliver the Web application. All V3 servers use the Oracle Linux operating system. All V3 servers are installed under another Oracle technology called OVM or Oracle Virtual Machine.

MainePERS IT frequently requires expert technical assistance with these Oracle technologies. Several engagements have been undertaken with Oracle consultants over the past three years, including configuration of Linux operating systems; troubleshooting of WebLogic performance in conjunction with Vitech in 2018; and two phases of engineering support for the implementation of Oracle VM in 2018 and 2019.

As described above, V3 is built on an Oracle platform. We anticipate having a need for continued technical assistance on Oracle products from time to time going forward. Oracle's professional services are periodically required to optimize the functionality of the environment. Oracle is the only available source for these services and is the justification for requesting a sole source procurement.

I concur  
 I do not concur

  
\_\_\_\_\_  
Rebecca Grant, Deputy Executive Director


  
\_\_\_\_\_  
Date

cc: Michael Colleran, General Counsel  
Sherry Vandrell, Director of Finance  
Ryan McArthur, Security Coordinator  
John Mavodones, Network & Operations Supervisor  
Bill Marr, Development Supervisor

## MEMORANDUM

**Date:** February 21, 2014

**To:** Michael Colleran, Associate General Council

**From:**  Sherry Tripp Vandrell, Director of Finance

**Re:** Software Support - Microsoft Dynamics GP

MainePERS currently uses Microsoft Dynamics GP for our accounting system. Support for the software is provided through local Microsoft "partners", although the terms of the agreements and basic pricing are set by Microsoft. Our annual support agreement is currently up for renewal at a cost of \$10,328 which is the same amount paid for the last three years. Our current support vendor is PeakKnowledge located in Bangor. Prior to using this vendor, we were using a vendor located in Massachusetts called Tri-bridge Holdings.

We located PeakKnowledge in 2011 when we began searching for a local vendor. At that time, PeakKnowledge was the only support vendor we could locate with a business presence in Maine that was also a Microsoft Certified Partner authorized to install and support Microsoft Dynamics GP. It was important to locate a more local vendor in order to have on-site support and training without incurring additional out of pocket costs for travel and lodging. PeakKnowledge provides us with a dedicated support professional for assistance with software upgrades and patches, as well as general support and training for staff. PeakKnowledge staff is familiar with the MainePERS installation and has assisted us with a variety of projects that have yielded improvements in processing and reporting, and will arrange on-site visits for staff training upon request.

Given that basic pricing is established by Microsoft, a competitive bid process would result in little, if any, change in cost. (The last service renewal with Tri-bridge was \$10,408 in 2010.) The service and support provided by our existing vendor has been very good, and the knowledge they have acquired of our installation over the past several years adds additional value, particularly as we look forward to a potential upgrade to the most recent release of the software which came out in early 2013.



## Authorization for Sole Source Procurement

Name of Sole Source Procurement: Software Support – Microsoft Dynamics GP  
Number of Sole Source Procurement: 2014-003

The Attached Sole Source Procurement  
Justification Is Submitted for Approval by:

A handwritten signature in blue ink, appearing to read "Sherry Vandrell", written over a horizontal line.

Sherry Tripp Vandrell  
Director of Finance  
Date: February 24, 2014

---

Approved for Legal and Policy Compliance:

A handwritten signature in black ink, appearing to read "Michael J. Colleran", written over a horizontal line.

Michael J. Colleran  
Associate General Counsel  
Date: February 24, 2014

---

Approved for Budgetary Compliance:

A handwritten signature in blue ink, appearing to read "Sherry Vandrell", written over a horizontal line.

Sherry Tripp Vandrell  
Director of Finance  
Date: February 24, 2014

---

Sole Source Procurement Approved:

A handwritten signature in black ink, appearing to read "John C. Mflazzo", written over a horizontal line.

John C. Mflazzo  
General Counsel and Chief Deputy Executive Director  
Date: February 25, 2014

**MEMORANDUM**

**Date:** July 29, 2020  
**To:** File  
**From:** Jim Dusch, Deputy Executive Director  
**Subject:** Sole Source Procurement Justification for two-year contract with The Hartford

---

Our longstanding Group Life Insurance carrier, Aetna Insurance, was purchased by The Hartford in 2018. Effective July 1, 2020, the conversion from Aetna to The Hartford was completed, which requires the execution of a contractual relationship with the new carrier. For many years we had renewed our Aetna policy with guaranteed rates for two year periods. The Hartford has offered the same two-year rate guarantee.

The Hartford is in a unique position to provide services to MainePERS because of its acceptance of the program as it stands with Aetna and the transition of our existing customer service team (Josh Edgerton, Lisa Keating and Mathew Waters) to the new carrier. Their knowledge and proficiency regarding our unique plan structure and division of labor on services is extremely important for the continuity of our members and their beneficiaries.

Competitive procurement of a GLI carrier will be a lengthy process because of the size and complexity of the program. There is insufficient time available for a competitive process at this time without disrupting coverage. We intend to conduct a competitive process over the next two years.

Sole source procurement of this contract is justified under these circumstances. This contract has funding so no additional funding is necessary at this time.

I concur.

I do not concur.

  
Sandra J. Matheson  
Executive Director

7-29-2020  
Date



## MEMORANDUM

**Date:** August 4, 2020  
**To:** Sandy Matheson, Executive Director  
**From:** Rebecca A. Grant, Deputy Executive Director  
**Re:** Request for Sole Source Procurement – Upper Valley Consulting

MainePERS relies on Upper Valley Consulting's proprietary software for the administration of its Board of Trustees materials. Through the use of this software, MainePERS is able to push the compiled board packet in an electronic format to iPads configured for Board use.

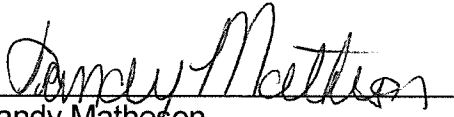
Infrastructure upgrades to the Board website and integration with Board Direct in the SharePoint environment result in a more responsive and fluid environment for the Board's work. Given the proprietary nature of the software, MainePERS needs to work with Upper Valley Consulting to sustain this technology.

Recommendation:

Approval of sole source procurement for this work.

I approve

I do not approve

  
Sandy Matheson

8-13-2020  
Date





## MEMORANDUM

**Date:** September 13, 2016  
**To:** Sandy Matheson, Executive Director  
**From:** Rebecca A. Grant, Deputy Executive Director  
**Re:** Request for Sole Source Procurement – Upper Valley Consulting

**Background:**

MainePERS relies on Upper Valley Consulting's proprietary software for the administration of its Board of Trustees materials. The Board Direct functionality allows MainePERS to push the compiled board packet in an electronic format to iPads configured for Board use.

We would like to improve the Board's web site and integrate it with Board Direct so that the Board will have a seamless, easy to use information system across web and iPad platforms. Since Board Direct is proprietary to Upper Valley Consulting, there is no other vendor able to provide the integrated system we would like to develop.

**Recommendation:**

While the projected cost is just below the \$10,000 procurement threshold, in case of any overruns I recommend and request approval of sole source procurement from Upper Valley Consulting of Board web site development and integration services.

I approve  
 I do not approve

  
Sandy Matheson

Date 9-16-16

cc: Michael Colleran, General Counsel  
Sherry Vandrell, Director of Finance  
Ryan McArthur, Security Administrator  
John Mavodones, Network & Operations Supervisor  
Bill Marr, Development Supervisor

## MEMORANDUM

**Date:** September 2, 2014

**To:** Michael Colleran, Associate General Council

**From:** Sherry Tripp Vandrell, Director of Finance

**Re:** Software Upgrade, V3 Line of Business System

The MainePERS Line of Business System, V3, is currently at version 8 and is quickly becoming obsolete. Project Team 15 was constituted as part of our strategic planning process to evaluate options for moving from version 8 to a more current version of the product. The Team's recommendation is to upgrade from the version of the software currently in use to the most current version-- version 10.

The current system had an original project budget of approximately \$9.6 million, and the competitive bid process in place at the time the vendor was selected was used in awarding the contract. We are seeking to enter into another contract with the vendor, Vitech, to upgrade to the new version of the software. The software is proprietary to Vitech, so selection of another vendor for the implementation of V3 version 10 is not an option. The alternative would be to consider a completely new line of business system, necessarily involving a new RFP process and multiple years of development and data conversion. MainePERS has made a significant investment, financially as well as in staff training and development, with the current line of business system. Moving to a different line of business system and replicating that investment is not feasible at this time, either financially or administratively.

Vitech has submitted a proposal to migrate our existing version of the software, including required customization and data conversion, staff training, and solution delivery documentation. The proposed cost is \$4 million plus travel and related expenses; while this is a considerable expenditure, it is much more cost effective than starting the process over and selecting a new vendor.

Based on the foregoing information, MainePERS believes that sole source procurement is the soundest and most fiscally responsible approach to the critical need to upgrade its line-of-business software with Vitech.

# AUTHORIZATION FOR SOLE SOURCE PROCUREMENT

Name of Sole Source Procurement: Vitech

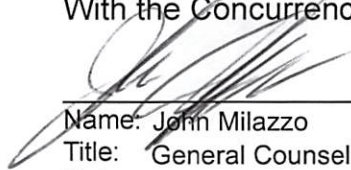
Number of Sole Source Procurement: 2014-

The attached Sole Source Procurement Justification  
is submitted for approval by:



Name: Sherry Tripp Vandrell  
Title: Director of Finance  
Date: September 3, 2014

With the Concurrence of:



Name: John Milazzo  
Title: General Counsel and Chief Deputy ED  
Date:

Approved for Legal and Policy Compliance:



Name: Michael J. Collieran  
Title: Associate General Counsel  
Date

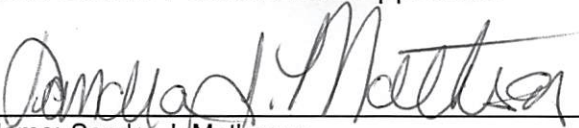
Approved for Budgetary Compliance:



Name: Sherry Tripp Vandrell  
Title: Director of Finance  
Date: 9-3-14

THIS IS A CAPITAL ACQUISITION THAT WILL  
BE INCLUDED IN THE FY 14 BUDGET FORWARD  
FOR DISTRIBUTION @.

Sole Source Procurement Approved:



Name: Sandra J. Matheson  
Title: Executive Director  
Date

# MEMORANDUM

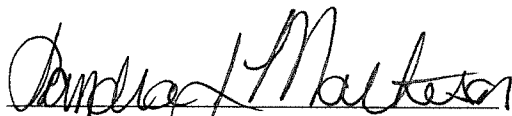
**Date:** February 13, 2018  
**To:** File  
**From:** Rebecca A. Grant  
**Re:** Sole Source Justification for Zoho - I.T. Technology

Approximately six-years ago MainePERS purchased ManageEngine software from Zoho Corp. for IT help desk and related functions. These software components require annual payments for licensing and support that have historically totaled less than \$10,000 per year. This fiscal year we have exceeded \$10,000 because additional licenses were required due to increased staffing and work assignments, and we purchased an additional component to take greater advantage of ManageEngine's capabilities. The ManageEngine software is only available from Zoho and is critical to MainePERS technology operations.

Based on the above, sole source procurement from Zoho is justified.

I concur.

I do not concur.



Sandra J. Matheson  
Executive Director

Date: February 14, 2018