

# State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	DAFS OIT / Shared Services		
Department Contract Administrator or Grant Coordinator:	Tonia Ennis		
(If applicable) Department Reference #:			
Document Amount:	\$ 85,000	Advantage CT / RQS #:	CT 18F 20181115*1668
AMENDMENT	Original Start Date:	11/13/2018	Effective Date: 2/3/2020
	Previous End Date:	1/15/2020	New End Date: 2/26/2020
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
ALL OTHER	Proposed Start Date:		Proposed End Date:
Vendor/Provider/Grantee Name, City, State:	Premier International Enterprises, Inc 221 North LaSalle Chicago, 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.			
	A. Competitive Process		G. Grant
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
<p>The State of Maine has modified the implementation date for Workday, from Dec 31, 2019 to March 23, 2020. This Change adds new tasks and consulting activities for Premier International Enterprises. In addition, the State has decided to add an additional data conversion test cycle, named the Payroll Parallel Simulation cycle, that was not originally included in the timeline.</p>

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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 addition of the Payroll Parallel Simulation test cycle will require work from Premier that was not included in the original Agreement.

The delay in the 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 grant e.**

The cost estimates were in line with the original cost estimates for the original Agreement.

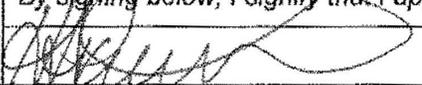
**4. Describe the plan for future competition for the goods or services.**

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.*



**Printed Name:**

Heather Perreault

**Date:**

2/3/2020

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Justin Franzose*

**Printed Name:**

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Justin Franzose

**Date:**

2/4/2020