

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/Client Technologies, Build Center	
Department Contract Administrator or Grant Coordinator:		Nicholas Marquis	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$586,820.00	Advantage CT / RQS #:	RQS 18B 20200313*1050
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		CDW Government LLC 230 N. Milwaukee Ave Vernon Hills, IL 60061	
Brief Description of Goods/Services/Grant:		(500) Laptops urgent order due to COVID-19	

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
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

OIT immediately needs 500 additional laptops to meet State agency demand created by the Covid-19 virus threat. Laptops allow a state worker, depending on their work functions, the flexibility to work either from home or the office, continuing business operations as required. Desktop computers will be retired.

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PART III: SUPPLEMENTAL INFORMATION

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

OIT has contacted Lenovo, Govconnection and CDW. CDW is the only company with stock able to fulfill the order. The laptop supply chain has been adversely impacted by the virus.

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

CDW pricing based on NASPO agreement.

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

One-time laptop purchase. NASPO competitive procurement vendors and contracts will be used in the future.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

DocuSigned by:



Printed Name:

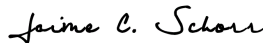
Frederick Brittain

Date:

3/13/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:



Printed Name:

Jaime C. Schorr

Date:

3/13/2020