

# 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:		AOC		
Department Contract Administrator or Grant Coordinator:		Gwen DeCicco		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 53944.21	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	6/15/20	Proposed End Date:	6/15/21
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:		Zoom Video Communications Inc., 55 Almaden Blvd, 6 <sup>th</sup> flr, San Jose, CA		
Brief Description of Goods/Services/Grant:		Video Conferencing		

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:
<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>
This software is used to for the virtual courtroom use (COVID19).



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**PART III: SUPPLEMENTAL INFORMATION**

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

Zoom is the sole source for this support. Other vendors do not have the breakout room experience or other features needed for court.

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

The pricing is comparable to other vendors for similar products.

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

The MJB will consider other vendors once they mature to the feature set that Zoom provides.

**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:**

*David Plourde*

**Date:**

*6/17/20*

**Signature of DAFS  
Procurement Official:**

*Justin Franzose*

**Printed Name:**

AEED9C7B3A8044E...  
Justin Franzose

**Date:**

7/1/2020