

State of Maine Procurement Justification Form

PART I: OVERVIEW

Department Office/Division/Program:		MaineDOT Creative Services	
Department Contract Administrator or Grant Coordinator:		Paul Merrill CS-Kim Lawrence	
(If applicable) Department Reference #:		TBD	
Amount: (Contract/Amendment/Grant)	\$ 50,000.00	Advantage CT / RQS #:	TBD
CONTRACT	Proposed Start Date:	10/1//2020	Proposed End Date: 10/31/2021
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:		TotalCaption LLC Ridgewood NJ 07450	
Brief Description of Goods/Services/Grant:		Closed Captioning services	

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
	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.**

Closed captioning services for virtual meetings to perform Certified Realtime Captioning for all major virtual platforms, which became critically necessary during the COVID-19 crisis. These services are required by the Commissioner's office, Planning Bureau hearings, and Legal hearings while work is being performed in alternative office spaces and while following the social distancing requested by Governor Mills.

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

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PART III: SUPPLEMENTAL INFORMATION

TotalCaption utilizes only Certified Realtime Captioners (CRCs). This is the highest certification of captioning available in the world and is 100% ADA compliant. They have access to a lot of different captioners on their network, so we always know we are covered, even with a last-minute request. They even guarantee if there are any technical issues on the captioner's computer, they will have someone else step in, so our event isn't impacted. Real-time captioning that TotalCaption offers is the best method as it creates a minimal delay in the viewer experience between the spoken word and the caption during live events.

Other than live events, TotalCaption also offers transcription services on videos that have already been produced. This has been very useful for us in captioning the videos we upload to our YouTube channel in order to meet ADA compliance.

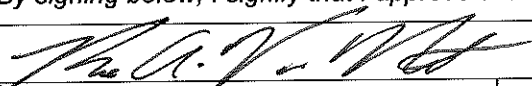
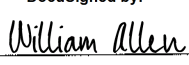
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

TotalCaption have competitive pricing based on industry standards and offer pro-rated billing at ½ hour increments. MaineDOT finds their rates to be fair and reasonable.

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

A master agreement is being developed by Procurement Services for the entire state but will take up to a year to be available to state agencies.

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:	Bruce A. Van Note	Date:	9/23/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	2D5B8E39F57E44A... 10/15/2020	Date:	10/15/2020

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