

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:		DHHS, Maine Center for Disease Control and Prevention		
Department Contract Administrator or Grant Coordinator:		Geoff Miller		
(If applicable) Department Reference #:		CD0-21-1100		
Amount: (Contract/Amendment/Grant)		\$ 6,212.56	Advantage CT / RQS #:	10A 20201023000000000475
CONTRACT	Proposed Start Date:	9/30/2020	Proposed End Date:	9/29/2021
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:		Zoom Video Communications, Inc., 55 Almaden Blvd, 6 th Floor, San Joes, CA 95113 billing@zoom.us		
Brief Description of Goods/Services/Grant:		Semi-annual prorated fee for 30 standard licenses, two large quantity licenses and one webinar license		

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	X	L. Other Authorization - COVID 19

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.
This is for payment of an outstanding invoice for Zoom Services account held by the MCDCP. This is a prorated (twice-yearly) fee for 30 Zoom licenses for use throughout the agency; two large-capacity meeting licenses for our Director and the CDC Clinical Advisor; and one webinar license for agency use. This is a one-time payment and going forward these services have been reassigned to the OIT Master Service Agreement with Zoom, Inc. This payment would close out the previous MCDCP account.

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PART III: SUPPLEMENTAL INFORMATION

These Zoom licenses are not available through any other vendor and due to the need for conducting meetings on a virtual platform as a result of COVID-19, these licenses are a business necessity that cannot be substituted by another product.

(MS Teams is utilized for most / many other Maine CDC employees, but due to the needs for platform stability, confidentiality and meeting amenities that are not offered by Teams, Zoom is used when Teams is insufficient.)

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

Zoom provides a secure, stable online meeting platform that can be accessed by any invitee who receives a link to a meeting. Zoom is the industry standard and as so, has aggressively improved and continues to monitor quality and reliability world-wide. Within state government, Microsoft Teams has been made available and is sufficient, and is widely used within MCDC for internal meetings, team meetings, staff meetings, and in-person calls. However, when MCDC wishes to hold a webinar, host a meeting, public hearing, forum, presentation or seminar with larger (350+ attendees) audiences, including individuals outside state government, in other states, and using other e-platforms, Zoom is a single, reliable business resource.

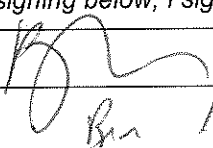
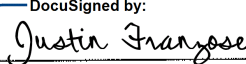
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Zoom licenses are via a plan service www.zoom.us. The Department has previously negotiated with sales representatives from Zoom to secure the most appropriate packages for our agency needs. Zoom licenses are paid for using funds specific for COVID-19 related expenses. Going forward the rates will be set by the OIT Master Service Agreement. MCDC Staff Administrators Peggie Lawrence and Erik Gordon will work with OIT Account Administrators to ensure a fair and reasonable rate as designated by the States Master Service Agreement.

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

The Department does not intend to competitively bid this service at this time.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Ben Munn	Date:	12/9/20
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEEED9C7B3A8044E Justin Franzose	Date:	12/10/2020