

## 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/Procurement Services			
Department Contract Administrator or Grant Coordinator:		Jaime Schorr			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 73,516.01	Advantage CT / RQS #:			
CONTRACT	Proposed Start Date:	12/15/20	Proposed End Date:	2/28/21	
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:		PRO AV Services, Augusta, Maine			
Brief Description of Goods/Services/Grant:		Remote AV Equipment for COB Room 436			

### 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	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.**

**With the COVID-19 Pandemic, Procurement Services has moved operations to remote office locations. The Procurement Services office space at has been significantly reduced in size, unable to accommodate effective full-staff meetings, agency training sessions, vendor meetings, the facilitation of RFP evaluations and the appeal process. Efforts to use Zoom and Teams have proven problematic and limited in functionality. In order to effectively conduct appeals, lead training, organize**

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### PART III: SUPPLEMENTAL INFORMATION

brainstorming/white board meetings and facilitate evaluations, technological upgrades are necessary to accommodate measures imposed in response to the Pandemic. As room 436 in the Cross Office Building has been designated for Procurement Services.

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

Through an assessment of space and need in collaboration with staff from MainelT, Pro AV Services provides the engineering and design expertise in conjunction with the response time to accommodate the tight time constraints and concerns associated with the funding source. All equipment and hardware must be onsite by 12/30/20.

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

In collaboration with MainelT, this pricing is in alignment with similar components and solutions.

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

Any future upgrade and augmentation projects will be competitively bid.

### PART IV: APPROVALS

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

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

*Jaime Schorr*

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**Printed Name:**

Jaime Schorr

**Date:**

12/14/2020

**Signature of DAFS  
Procurement Official:**

DocuSigned by:

*Michelle Fournier*

066BBD96EE5347F...

**Printed Name:**

Michelle Fournier

**Date:**

12/15/2020