

## State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

### PART I: OVERVIEW

|   |                      |  |                               |
|---|----------------------|--|-------------------------------|
| Department Office/Division/Program:                     |                      | DECD, ConnectMaine Authority                                 |                               |
| Department Contract Administrator or Grant Coordinator: |                      | Peggy Schaffer   |                               |
| (If applicable) Department Reference #:                 |                      |  |                               |
| Estimated Contract or Grant Amount:                     | \$ 6,000             | Advantage CT / RQS #:  | CT 19A 20200116*2086          |
| AMENDMENT   | Original Start Date: |  | New Start Date:               |
|   | Original End Date:   |  | New End Date:                 |
| GRANT   | Project Start Date:  |  | Grant Start Date:             |
|   | Project End Date:    |  | Grant End Date:               |
| ALL OTHER   | Proposed Start Date: | 1/1/2020   | Proposed End Date: 12/31/2020 |
| Vendor/Provider/Grantee Name, City, State:              |                      | NBT Solutions d/b/a VetroFiber Map Portland, Maine           |                               |
| Brief Description of Goods/Services/Grant:              |                      | Software platform for high level network design and costing. |                               |

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

|   |                                   |  |                                  |
|---|-----------------------------------|--|----------------------------------|
|   | 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 QUESTIONS

Please respond to ALL of the following questions.

**1. Provide a more detailed description of the goods, services or grant to supplement the response in Part I.**

We are looking for a tool that can support a person without GIS or engineering experience to determine the equipment needed for a fiber build out, the capital expense of that build out and the ongoing operating expense/profit based on adjustable criteria.  
This resource will give ConnectMaine the opportunity to support communities more effectively as well as better validate costs for grant submissions.  
Additionally, this tool will support our work on impact areas and the expense of building out impact

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### PART III: SUPPLEMENTAL QUESTIONS

areas, order of build outs to be the most cost effective.  
NBT Solutions offers a tool called Vetro Mapping that will meet our needs.

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

This is a specialized software tool that we do not currently have access to internally. This tool identifies the number of homes and businesses and the existing infrastructure in an area. From that information it determines the needs to build out to the neighborhoods you select and then creates a build list for the equipment. This build list will generate a capital expense cost. The capital expense costs feeds in to an operating model that allows for variability by market. The tool isn't exact but will be directionally accurate as we work with communities and providers on costs and buildouts. We will be able to keep our costs low by leveraging our staff to utilize the tool without the need for engineers or GIS experts.

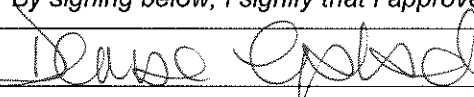

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

This is a unique tool so direct comparison are difficult. The ConnectMaine Authority currently issues grants for network plans that include a total cost. The applications for individual communities range from \$10,000 - \$50,000. This tool will allow us to have comparable work for a range of communities. As a result, we believe the price to be fair and reasonable.

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

Outside of providers that do the work for themselves, there are a few companies that provide broadband planning and mapping work in Maine. At this time none of them have a software tool that would allow a novice to select areas and draft a network plan supported with business model information. The effective use of this tool may incent a company to create a similar or even more effective tool in the future. Additionally, armed with the information from this tool we will be able to engage providers and communities in a more effective way. This information will support more knowledgeable engagement that will drive more competitive grant funding rounds.

### PART IV: APPROVALS

|   |   |              |           |
|---|---|--------------|-----------|
| <b>Signature of requesting Department's Commissioner (or designee):</b> | <i>By signing below, I signify that I approve of this procurement request.</i>                        |              |           |
|   |                   |              |           |
| <b>Printed Name:</b>  | Denise Garland  | <b>Date:</b> | 1-14-20   |
| <b>Signature of DAFS Procurement Official:</b>                          | DocuSigned by:<br> |              |           |
| <b>Printed Name:</b>  | AEE9C7B3A8044E...<br>Justin Franzose  | <b>Date:</b> | 1/29/2020 |