

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:		Office of the Attorney General	
Department Contract Administrator or Grant Coordinator:		Mark Toulouse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$9,967	Advantage CT / RQS #:	RQS 26A 20210126*710
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Workgroup Technology Partners, 207 Larrabee Road, Westbrook Maine 04092 VC # 1000097402	
Brief Description of Goods/Services/Grant:		One Year Smartnet Renewal	

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.

The Office of the Attorney General contracts with Workgroup Technology partners for information technology/network maintenance of our virtual server environment. This procurement is for support renewal for servers, switches, related software and technical support.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

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

Workgroup Technology Partners is the contractor maintaining the Office's information technology/network maintenance. They know the system and are managing the server environment per CT 26A 20180604*3799.

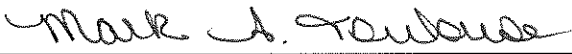
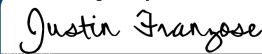
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Wherever possible, the office solicits quotes from multiple vendors for services. In this case, Workgroup Technology partners is under contract to maintain the server environment through June 30, 2023. In order to secure the most advantageous maintenance rate, the Office of the Attorney General received quotes for one (1) and three (3) year renewals. While a small discount was offered with the three (3) year renewal, the one (1) year expenditure was selected as the best fit in the current budget climate.

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

The Office of the Attorney General is currently auditing all information technology costs for the Fiscal Year 2022-2023 biennial budget. Each piece of that budget will go to the most economical vendor, which may be the Office of Information Technology, Workgroup Technology Partners, or another outside source. As items come up for renewal, quotes from multiple vendors will be solicited when possible.

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:	Mark A. Toulouse Admin Services Division Chief	Date:	1/26/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	1/26/2021