

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) 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:		Secretary of State, Information Services	
Department Contract Administrator or Grant Coordinator:		Donna Grant, Deputy Secretary of State	
(If applicable) Department Reference #:			
Document Amount:	\$22,594.13	Advantage CT / RQS #:	RQS 29B 2020012300000000856
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:
ALL OTHER	Proposed Start Date:	2/11/2020	Proposed End Date: 2/10/2021
Vendor/Provider/Grantee Name, City, State:		TotalCom Solutions, Inc. 458 Boston St. Topsfield, MA 01983	
Brief Description of Goods/Services/Grant:		Annual Maintenance Renewal for PolyCom Infrastructure and coterminous support for 22 Real Presence Group 310 Appliances	

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 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.

In 2015, the Department of the Secretary of State initiated a video-conferencing system. Totalcom Solutions, Inc. supplied this Polycom Video Conferencing System to the Department.

In 2016, when the Polycom Video Conferencing System was in need of an upgrade and a renewal of the maintenance agreement, an RFQ was sent out. A different vendor, OneVision, Inc. won the bid and provided the Department with the Polycom Video Conferencing System upgrade.

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PART III: SUPPLEMENTAL INFORMATION

The Office of Information Systems is requesting to return to the original vendor, Totalcom Solutions, Inc. who is able to provide maintenance for the BMV's entire existing PolyCom system. The Office of Information Systems currently has a maintenance agreement with Totalcom Solutions, Inc. for the all other aspects of the Polycom Video Conferencing System including Media Suite, twenty-two Real Presence G310 and an RMX 1800 server. The Office of Information Services would like to include the infrastructure under maintenance with the same vendor so that the entire Polycom Video Conferencing System will be maintained by the same vendor. The Department is also requesting to include maintenance on the twenty-two Real Presence G310 appliances to allow all aspects of the Polycom maintenance to be coterminous.

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

The video conferencing provided by the Polycom Video Conferencing System is an efficiency and cost-cutting measure for Departmental employees and other groups. Polycom allows motor vehicle hearings and other work sessions to be "conferenced-in" without requiring participants to travel to the Department, which would incur travel and meal costs, as well as a considerable amount of time.

Totalcom Solutions, Inc. customized a Polycom Conferencing System specifically to meet the needs of the Department of the Secretary of State. To use any other vendor to support the current infrastructure would depend upon the ability for the Department to find a different vendor that could provide the same expertise as Totalcom Solutions, Inc. and is able to provide maintenance for all aspects of the Department's Polycom Conferencing System.

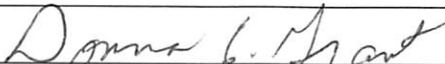

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Department went out to bid twice to purchase the Polycom Video Conferencing System infrastructure and maintenance. The original bid was won by Totalcom Solutions, Inc. Totalcom is the vendor which supplied, customized, and maintains all other aspects of the Polycom Video Conferencing System. The second bid was awarded to OneVision, Inc. who supplied the Department with an RMX 1800 server as well as other aspects of the Polycom Video Conferencing System including Media Suite. OneVision, Inc is no longer able to supply maintenance for Media Suite.

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

The Office of Information Services plans to reevaluate options for Video Conferences Systems in the spring of 2021. As part of this re-evaluation the department plans to request bids for Video Conferencing System options.

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:	Donna Grant	Date:	2/13/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E Justin Franzose	Date:	2/21/2020