

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:		Division of Procurement Services		
Department Contract Administrator or Grant Coordinator:		Justin Franzose		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 0.00	Advantage CT / RQS #:	MA 18P 1801290000000000081	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	1/29/2018	Effective Date:	1/29/2021
	Previous End Date:	2/23/2021	New End Date:	2/22/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		The Remi Group, Charlotte, NC		
Brief Description of Goods/Services/Grant:		Equipment Maintenance Program		

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.

This master agreement is to provide state agencies and other authorized users with an equipment maintenance program. The program provider shall be responsible for oversight, administration and coordination of equipment maintenance and service on selected types of equipment ranging from simple office equipment to complex fire alarm systems.

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PART III: SUPPLEMENTAL INFORMATION

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

The State of Maine Division of Procurement Services identified the master agreement through Government Sourcing Solutions and the New York State Office of General Services. Previously, State of Maine did not have any equipment maintenance program. Since the beginning of this agreement in 2018, many state agencies have used this agreement to place orders and continue to have an ongoing need for these services. As a result, a contract extension is necessary.

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

The lead state of New York did a competitively bid request for proposals (RFP) for an equipment maintenance program. The Remi Group, Specialty Underwriters, and Electronic Risk Consultants submitted bids in response to the New York RFP. The state of New York awarded the competitively bid contract to the The Remi Group. The Remi Group offers discounts on State of Maine's existing contracts for maintenance services, which makes the costs fair and reasonable.

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

If and when the lead state of New York does its next request for proposals for an equipment maintenance program, State of Maine will do a competitive procurement process as required by statute.

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

Printed Name:

Jaime Schorr

Date:

1/29/2021

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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>066BBD96EE5347E</small>	
	Printed Name:	Michelle Fournier
Date:	1/29/2021	