

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:		Department of Secretary of State, Bureau of Motor Vehicles			
Department Contract Administrator or Grant Coordinator:		Thomas Bull			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$7,954.80		Advantage CT / RQS #:	20220203000000000881
CONTRACT	Proposed Start Date:	12-01-2021	Proposed End Date:	02-02-2022	
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:		SCS, Inc. Vassalboro, Maine			
Brief Description of Goods/Services/Grant:		Data and phone line installation for new Bangor branch			

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 RQS is for the final installation and associated finish work of data jacks, data lines and related hardware at the new BMV Bangor branch. BMV is creating an entirely new branch and in order to meet business needs, it is necessary to install new data hardware throughout the branch.

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

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PART III: SUPPLEMENTAL INFORMATION

SCS is a trusted vendor whose quality and timeliness of work ensures that the necessary work will be done well and on time. Setting up for a new branch necessitates a knowledgeable crew familiar with the myriad of information service needs of a branch: lobby management, examination programs, driver license service programs, various pieces of equipment for employees, credit card services, phone lines, fax lines and numerous other data wiring needs. SCS's experience means that they have a keen understanding of how to wire the new branch location in order to meet the needs of the Bureau. With a drop-dead deadline of the end of January to move into the new branch, it is critical to have a company well versed in the various unique needs so as to ensure that when the new branch goes live, the systems are ready and operational.

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

The rates being used are consistent with past invoices from SCS.

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

Will continue to consider the work needed and the most efficient and cost-effective manner to meet business needs; will consider bid process if project warrants and time allows.

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>		
	<i>David Lachance</i>		
Printed Name:	David Lachance	Date:	<i>2/3/2022</i>
Signature of DAFS Procurement Official:	<i>Thomas N. Howker</i>		
Printed Name:	Thomas N. Howker	Date:	2/8/2022