



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles, Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State, Information Services	
(If applicable) Department Reference #:		n/a	
Amount: (Contract/Amendment/Grant)	\$ 65,734.00	Advantage CT / RQS #:	20240117000000000984
CONTRACT	Proposed Start Date:	3/6/2024	Proposed End Date: 3/5/2029
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, Inc. 207 Larrabee Road Westbrook, ME 04092	
Brief Description of Goods/Services/Grant:		Barracuda Load Balancer Support	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

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 Information Services (OIS) of the Secretary of State (SOS) for the State of Maine employs Barracuda Load Balancer Appliances to provide high availability for its applications. This purchase renews our support contract with Barracuda for an additional five years. The support also includes hardware replacement.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The selected vendor of WorkGroup Technology Partners (WGTech), a Maine company, originally installed the load balancers and has provided set up and assistance with the devices and is the representative for Barracuda. The technicians and representatives have extensive knowledge of our Data Centers and have consistently gone above and beyond when delivering solutions to this organization.

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

WGTech is a Maine company located in Westbrook. There are Barracuda partners and they are located within an hour's travel time from both of the SOS, OIS Data Centers. As a third party value-added reseller (VAR), they consistently negotiate with vendors for the best price available on behalf of SOS, OIS.

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

The SOS, OIS could be open in the future to the competitive bidding process for support services from Barracuda.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

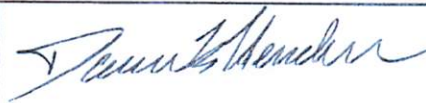
Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):



Typed Name:

Darren Henderson

Date:

1/18/2024

Signature of DAFS
Procurement Official:

DocuSigned by:
Joseph Brioka
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Procurement Justification Form (PJF)

Typed Name:	Joseph zrioka Director of IT Procurement	Date:	2/8/2024
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