

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: | | Secretary of State | | |
| Department Contract Administrator or Grant Coordinator: | | Darren Henderson- Director of Infrastructure and Cyber Security | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | \$ 8296.00 | Advantage CT / RQS #: | 29B 20210316000000000835 | |
| CONTRACT | Proposed Start Date: | 03/16/2021 | Proposed End Date: | 03/16/2022 |
| 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: | | WGTECH 207 Larrabee Road Westbrook ME 04092 | | |
| Brief Description of Goods/Services/Grant: | | Archive Manager for Tape with 50TB 1 Year Silver Maintenance | | |

| 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 |

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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 Information Services within the Department of the Secretary of State operates an information technology Data Center that is crucial to the operation of the Maine Bureau of Motor Vehicles, the Bureau of Corporations and Elections and Maine State Archives as well as the Secretary of State's many state and federal partners. The Office of Information in 2020 changed to Rubrik which is a less complicated licensing model where the user interface was not antiquated and would be more aligned with the current industry standards. It is crucial that the Department's computing environment be a reliably backed up in timely manner to preserve the continuity of services necessary to support.

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

Rubrik was selected as a preferred backup solution because it met the unique requirements that the Office of Information Services has identified as needed to support the variety of business functions and retentions periods that must be accommodated. These requirements include the continued use of physical tape storage; hardware to be installed locally and housed in the Information Services Data Center; a simple transaction path if it is decided, at some point in the future to begin using cloud storage; and smooth backup software interaction with Information Service NetApp Storage Appliances (the Department's data storage solution) at the API level for improved performance and capabilities. Furthermore, additional tools are included to aid in improving the Departments security posture as well recovery from possible ransomware/malware infections. The Office of Information has chosen this vendor as they are the current vendor for Rubrik with the required support. The purchase of the Archive Manager and one-year maintenance is an additional required piece for Rubrik, and we would prefer to continue with the same vendor for support of the system.

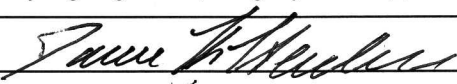
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Office of Information Services decision for the Rubrik backup solution has met the needs as provided in paragraph two and feel that the minimal amount of cost for the required Archive Manager and Maintenance will continue to provide the most effective backup solution for the Bureau of Motor Vehicles, the Bureau of Corporations and Elections and Maine State Archives and state and federal partners.

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

The Office of Information is open to competitive bid process if another vendor can satisfactorily meet the needs of the Information Services with respect to the variety of business needs supported, security and technological expertise.

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: | <i>Darren Henderson</i> | Date: | <i>3/18/2021</i> |

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|--|--|--------------|-----------|
| Signature of DAFS Procurement Official: | DocuSigned by: <i>Justin Franzose</i> | | |
| Printed Name: | AEED9C7B3A8044E... Justin Franzose | Date: | 3/18/2021 |