



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, Office of Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson	
(If applicable) Department Reference #:		Maine State Archives - Quote# 3072022001	
Amount: (Contract/Amendment/Grant)	\$28,000.00	Advantage CT / RQS #:	20220308000000000983
CONTRACT	Proposed Start Date:	1/1/2022	Proposed End Date: 1/1/2025
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:		Analogue Imaging LLC N73 W23354 Fontaine Circle Sussex, WI 53089	
Brief Description of Goods/Services/Grant:		Maintenance for Film Processor & Archive Writer	

### 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.

Since 2013, the Maine State Archives has been using the SMA 51 Archive Writer to convert digital data to analog data on standard microfilm. This process is a way to save essential data which is subject to long-term archiving requirements. The SMA 51 Archive Writer produces an analogue backup of the Archives' digital files that is completely hardware, software and migration independent. The converting process is quick, reliable and provides excellent image quality.

In 2015, the Maine State Archives purchased the Unomat Film Processor to automatically process the microfilm negatives without the need of a darkroom. The Unomat Film Processor is an automatic processor which is environment friendly through efficient usage and low water consumption; and achieves process to archival standards.

Both the Archive Writer and the Film Processor are vital to Archives' mission to preserve Maine's historical data and therefore need to be covered under an on-going maintenance contract.

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

Analogue Imaging is uniquely qualified to meet the need for maintenance on both the Archive Writer and the Film Processor under one comprehensive contract. Analogue Imaging is familiar with both pieces of equipment as they were the supplier for both the Archive Writer and Microfilm Processor. Additionally, they understand the unique needs of Archival preservation.

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

Analogue Imaging is offering a three year on-site maintenance service that includes both the Archive Writer and the Unomat Film Processor with no increase in cost from the last three year period. If purchased year for year, the cost would be an additional \$8,600.00 to the Maine State Archives.

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

When the Archive Writer and the Microfilm Process reach end of life, the competitive bidding process will be used to replace both pieces of equipment and the maintenance.

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

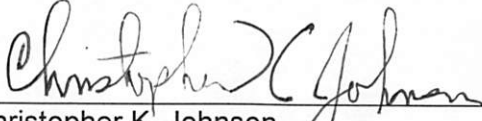

Does this request utilize ARPA/MJRP funds?

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

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:	Christopher K. Johnson Deputy Secretary of State	Date:	3-9-22
Signature of DAFS Procurement Official:	 <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	3/15/2022