

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:	Corrections/Administration		
Department Contract Administrator or Grant Coordinator:	Mark McCarthy		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 8,280.00	Advantage CT / RQS #:	RQS 03A 20200330*1095
CONTRACT	Proposed Start Date:	3/15/20	Proposed End Date: 3/14/21
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:	Computer Projects of IL, Inc., Bolingbrook, IL		
Brief Description of Goods/Services/Grant:	Maintenance renewal of Messenger licenses		

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
X	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.
The Department has several Messenger licenses and is required to pay an annual maintenance fee for each license. This request is the annual maintenance renewal for those licenses. There licenses are used for METRO/NICI access used to run background checks on potential employees, contractors, etc.

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PART III: SUPPLEMENTAL INFORMATION

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

This is a purchase request for something that is proprietary to the vendor. Future purchases will have to come from the same vendor

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

The vendor sets the price for the license maintenance. As with most software license maintenance costs there was an increase from last year to this year that equates to approximately 5%.

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

This is a purchase request for something that is proprietary to the vendor. Future purchases will have to come from the same vendor

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Printed Name:

Mark McCarthy

Date:

March 30, 2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzose

Printed Name:

AEED9C7B3A8044E...
Justin Franzose

Date:

4/1/2020