

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		Secretary of State, Information Services	
Department Contract Administrator or Grant Coordinator:		Donna Grant, Deputy Secretary of State	
(If applicable) Department Reference #:			
Document Amount:	\$10,281.25	Advantage CT / RQS #:	RQS 29B2020040300000001115
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:
ALL OTHER	Proposed Start Date:	4/27/2020	Proposed End Date: 5/1/2020
Vendor/Provider/Grantee Name, City, State:		Webucator, Inc. 201 West Genesee Street, Suite 113 Fayetteville, New York 13066-1313	
Brief Description of Goods/Services/Grant:		Microsoft Training Class – 5 Days Remote Custom Training	

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request.

	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.

Webucator, Inc. is providing customized training tailored to the specific needs of the Office of Information Services. This training will be a Microsoft training class covering a variety of topics. The class will include a review of PowerShell which will discuss Working with the Pipeline, Understanding how Pipeline Works, Basic Scripting and Advanced Scripting. The class will also cover the topics of New Features in Active Directory, What's new in Windows Server 2019, Support and Admin for Windows 10 1909. Deploying Windows 10 with MDT Advanced Features and Linked Deployment shares will also be discussed. Teaching on Deploying Windows 10 will include using Sysprep with Windows 10, USMT and User State, Deploying Servers, Advanced task sequences, and MDT variables and If statements.

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PART III: SUPPLEMENTAL INFORMATION

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

The training provided by Webucator is unique and customized to meet the special and complex programming and technology needs of the Office of Information Services.

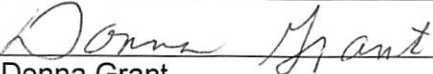

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The Office of Information Services has used Webucator's proprietary and customized training on several previous occasions. The cost of the trainings has been consistent and judicious based on the complexity of the subject matter and the quality of the training professionals. In addition, the Microsoft training class will be taught remotely and therefore will not need to include travel, lodging and meals for the instructor.

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

The Office of Information Services will continue to pursue the best price for training which will meets the specific and customized needs of Information Services. The qualifications of the training personnel and their ability to competently present complex technology training in an easily understood manner will continue to be a crucial part of the evaluation.

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:	Donna Grant	Date:	4/07/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>A E E D 9 C 7 B 3 A 8 0 4 4 E ...</small> Justin Franzose	Date:	4/13/2020