

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:		Maine Department of Labor (MDOL) / Bureau of Unemployment Compensation (BUC) / Division of Policy and Program Performance	
Department Contract Administrator or Grant Coordinator:		Michelle Hein, Business Systems Manager Division of Policy and Program Performance Work – DL: (207) 621-5117	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,250.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	03/31/2020
	Previous End Date:	New End Date:	03/30/2021
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Totalcom Solutions Inc. 458 Boston Street, STE 4, Topsfield, MA 01983 Contact: Sue Landry Email: sue.landry@tcsipro.com	
Brief Description of Goods/Services/Grant:		One year, Virtual Meeting Room, VMR, Cloud bridging for 10 users. Video and audio conferencing services.	

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
X	B. Amendment		H. State Statute/Agency Directed
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.

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PART III: SUPPLEMENTAL INFORMATION

This is a continuation of services provided by Totalcom Solutions Inc. in support of a multi-state consortium with Mississippi Department of Employment Security (MDES) . Through the Consortium partnership, MDOL has developed their new ReEmployME system which consists of key core components and state specific components for unemployment benefits and tax functionality. Under the Bureau of Unemployment Compensation (BUC), this includes the Benefits Division, Employer Services Division and Administrative Hearings Division activities that is critical in serving our customers.

This project continues and each member commits resources and support to continue development as needed of the ReEmployME UI technology system, and established agreements for continued maintenance and support of the system.

VITUAL VIDEO AND AUDIO-CONFERRING SERVICES

The continuation of this project and in support of the ReEmployME system, this does require video and audio-conferencing services. This would allow attendees to connect via phone or video conference from multiple locations. Also, this service must be compatible with all Consortium states existing video conferencing system, which Totalcom Solutions does provide.

These services are currently used on a daily basis by all state and vendor partners to continue to support the ongoing development, maintenance support and system testing. As indicated previously, any interruption of these services could result in the development / support vendor from not being able to meet the agreed application delivery dates. Any impact to delivery dates will result in additional operational costs for MDOL.

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

This service is not available from public resources. We have an established vendor relationship with Totalcom Solutions Inc, and they have effectively demonstrated excellent services and support over these past years that we continue to need.

This service must be compatible with all Consortium states existing video conferencing system, which Totalcom Solutions does provide.

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

They continue to have fair and reasonable rates. Our state and vendor partners on the Consortium Project pursued estimates for these services and it was determined that they were the lowest with the most reliable services.

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

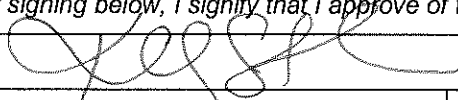
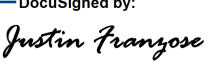
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These services are currently used on a daily basis by all state and vendor partners to continue to support the ongoing development, maintenance support and system testing. Justification will be reviewed next year with are vendors and partners.

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:	Laura A. Fortman	Date:	03/26/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEEED9C7B3A8044E...</small> Justin Franzose	Date:	4/17/2020