

# 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:	\$341,470.00	Advantage CT / RQS #:	RQS 29B20200424000000001183
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:	Proposed End Date:	6/15/2025
Vendor/Provider/Grantee Name, City, State:	Workgroups Technology Partners 207 Larrabee Road Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:	Duel Nexus 9508 Switches with associated hardware, support and installation		

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
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
<p>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 the Maine State Archives as well as the Secretary of State's many state and federal partners. The Secretary of State is in the process of modernizing its data center. A core component of that modernization is the upgrade of its network backbone which includes the Duel 9508 Switches.</p> <p>It is crucial that the Department's computing environment remain stable, with minimum disruption, to preserve the continuity of services necessary to support the people of Maine, the Department of Public Safety and other</p>

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### PART III: SUPPLEMENTAL INFORMATION

state and federal partners. To minimize risk, it is also important to perform the acquisition and installation of the new network equipment in a timely fashion with reliable resources close to hand. The network is intimately tied to the operation of the Department's storage devices, databases and servers.

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

The configuration of Information Services Data Center is dependent upon specific technology and specially trained personnel to manage and maintain this technology. The Department wishes to use a Maine vendor who is already very familiar with the environment and can provide the level of expertise necessary to ensure success. Workgroup Technology Partners is able to provide this expertise. Personnel from Workgroup Technology Partners can reach the Office of Information Services in less than two hours to provide maintenance, support, repairs, and equipment. This support is available to the Office of Information Services 24 hours a day, 7 days a week, 365 days a year. An immediate response to any problem with the Data Center is essential. Failure of this equipment and software jeopardizes meeting the needs of all users, including businesses and Maine citizens.

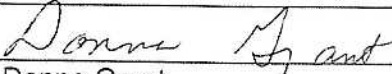
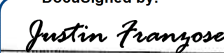
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Workgroups Technology Partners has been providing the Office of Information Services with ongoing support for its Data Center hardware and software. Over the past year, the Office of Information Services has been evaluating its needs and requesting quotes for the data center upgrade. During this time, the cost of Nexus 9508 Switches has decreased by over \$67,000. Additionally, if the Office of Information Services were required to begin again with a different vendor, the cost of bringing the new vendor up to speed on the Data Center configuration would be more costly than continuing to work with Work Group Technologies to achieve the successful modernization of the Data Center.

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

The Office of Information Services is open to the competitive bid process as long as another vendor can satisfactorily meet the needs of Information Services with respect to technological expertise, price, maintenance support and the required repair timeframe.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Donna Grant	<b>Date:</b>	4/27/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	4/29/2020