



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:		DAFS / MAINEIT/ IBM Services Rates	
Department Contract Administrator or Grant Coordinator:		Ann Salverson-Seales	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,500.00	Advantage CT / RQS #:	RQS 18B 20220408-1175
CONTRACT	Proposed Start Date:	4/29/2022	Proposed End Date: 4/28/2023
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:		International Business Machines Corp PO Box 676673 Dallas TX, 75267-6673	
Brief Description of Goods/Services/Grant:		Preventative Maintenance	

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.

Preventative maintenance, or other services, are necessary to prevent device failures, as well as minimize equipment performance issues affecting production services. Hardware issues require Operator manual intervention to resolve as well as occasional application support staff involvement, and have resulted in batch job failures or cancellations, and job resubmissions to recover. The current MFASIS/HR Payroll application is dependent on this equipment, as is the testing and migration of data from the existing system into the Workday Maine application.

Third-party maintenance service providers do not include preventative maintenance services and are not knowledgeable or experienced performing preventative maintenance services. While they have proven capable of supplying required replacement parts, and can swap out a failed component, they are not able to provide on-site expertise in performing preventative maintenance functions. The critical need for having this equipment operational requires that an experienced and qualified person perform these tasks. IBM Corp does have experienced and qualified local support engineers who can perform these tasks.

This hourly service agreement can also be used should the decommissioning and removal of the mainframe occur within the next 12 months.

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

The IBM Corp. hardware support engineer who will be performing this work is well qualified to perform the required services for the State of Maine and possesses decades of experience performing such services in the past for the State of Maine, for Central Maine Power Company, for LL Bean and other private entities. In addition, this is the same support engineer who provides standard maintenance services for other State of Maine information technology equipment.

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

State of Maine Office of Information Technology agreement for a similar hourly services contract with IBM Corp. was in 2021 for \$230/hour. Quoted rate is \$230/hour. Only actual hours used will be billed.

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

Options for future competition for preventative maintenance services are not likely to be available based on the current unavailability of alternative sources to perform this necessary work today. Additional need for these services will no longer be required after the Workday Maine/Payroll application is in production.

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:	Fred Brittain	Date:	Apr 8, 2022
Signature of DAFS Procurement Official:	 <small>DocuSigned by: EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	4/11/2022



PJF = IBM Preventative Maintenance

Final Audit Report

2022-04-08

Created:	2022-04-08
By:	james.a.gorneau (james.a.gorneau@maine.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAARDxzuYglywVF2AdhYNU5Vrvbl0YzJvWw

"PJF = IBM Preventative Maintenance" History

-  Document created by james.a.gorneau (james.a.gorneau@maine.gov)
2022-04-08 - 5:23:38 PM GMT - IP address: 172.101.61.113
-  Document emailed to Fred Brittain (fred.brittain@maine.gov) for signature
2022-04-08 - 5:24:12 PM GMT
-  Document e-signed by Fred Brittain (fred.brittain@maine.gov)
E-signature obtained using URL retrieved through the Adobe Acrobat Sign API
Signature Date: 2022-04-08 - 5:36:47 PM GMT - Time Source: server- IP address: 166.137.175.20
-  Agreement completed.
2022-04-08 - 5:36:47 PM GMT