

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:		DAFS/OIT/IBM Service Rates			
Department Contract Administrator or Grant Coordinator:		Nicholas Zaharchuk			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$11,500.00	Advantage CT / RQS #:	RQS 18B 20200423*1152		
CONTRACT	Proposed Start Date:	4/29/2020	Proposed End Date:	4/29/2021	
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:		IBM will provide preventative maintenance on select IBM equipment not currently covered by preventative maintenance 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
	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.**

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PART III: SUPPLEMENTAL INFORMATION

Preventative maintenance is necessary to prevent device failures, as well as minimize equipment performance issues related to the automatic loading and unloading of tapes or temporary (retriable) read/write errors. These 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 (i.e. ACF alignment and testing, vacuum pressure adjustments, extended clean operations, brush and roller servicing, etc.). 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 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.

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.

The prior, and most recent, State of Maine Office of Information Technology agreement for a similar hourly services contract with IBM Corp. was in 2015. At that time, the hourly rate was \$225/hour. Five years later, the quoted rate is \$230/hour. Only actual hours used will be billed, monthly.

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: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<small>DocuSigned by:</small> 		
Printed Name:	052B9AC7F56A489 Frederick Brittain	Date:	4/28/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	5/1/2020