

## 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:	Secretary of State, Information Services		
Department Contract Administrator or Grant Coordinator:	Donna Grant, Deputy Secretary of State		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,500.00	Advantage CT / RQS #:	RQS 29B 20200403000000001115
CONTRACT	Proposed Start Date:	5/31/2020	Proposed End Date: 5/30/2021
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:	LogMeIn 320 Summer Street Boston, MA 02210		
Brief Description of Goods/Services/Grant:	Annual Renewal of Go-To-Assist Corporate Service		

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
<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>

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### PART III: SUPPLEMENTAL INFORMATION

The Office of Information Services within the Bureau of Motor Vehicles [BMV], and the Bureau of Corporations, Elections, and Commission [CEC] uses Go-To-Assist software to communicate with users outside the firewall. Municipal agents, municipal officers, and CEC personnel remotely connect with and remotely fix users' computer problems. This software is essential to enabling users to conduct business with the State and vice-versa. During this time of many working remotely, Go-To-Assist has been an important tool to help Information Services solve issues with those working remotely.

To require users, many of whom are municipal agents and officers, to transition to a new software technology will create serious problems for all involved.

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

Go-To-Assist has been especially adapted to meet the needs of Maine's 502 municipal agents and officers as well as the users at the Bureau of Corporations, Elections, and Commissions. It is also essential to allow Information Services to help those working remotely with the issues that arises.

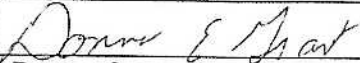

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The cost per license of "Go-To-Assist" software has not changed since 2010.

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

The Office of Information Services will continue to search for vendors that can provide the same quality of software as Go-To-Assist but at a lower cost.

### 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>	4/30/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> JUSTIN FRANZOSE	<b>Date:</b>	5/1/2020