

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: | | Administrative Office of the Courts Judicial Branch, Office of Judicial Marshals | | |
| Department Contract Administrator or Grant Coordinator: | | Mike Coty, State Judicial Marshal | | |
| (If applicable) Department Reference #: | | 20200505*3093 | | |
| Amount: (Contract/Amendment/Grant) | \$ 48,630.76 | Advantage CT / RQS #: | | |
| CONTRACT | Proposed Start Date: | 5/4/2020 | Proposed End Date: | 6/30/2020 |
| 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: | | Access Control Systems, Inc. PO Box 7521 Milford, NH 03055 | | |
| Brief Description of Goods/Services/Grant: | | Purchase two Hi-Scan 5030si X-Ray Machines | | |

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.

The Judicial Branch, Office of Judicial Marshals, provides entry screening at all courts in the State. Cabinet sealed beam X-ray machines are a requirement to perform this service. X-ray machines allow screeners to look inside of bags, briefcases and sealed packages to search for weapons or explosive devices that would otherwise go undetected.

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PART III: SUPPLEMENTAL INFORMATION

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

Access Control Systems, (ACS) located in the State of New Hampshire, is the only provider of x-ray machines in the Northeastern United States. For more than 20 years the Judicial Branch has been doing business with and purchasing x-ray machines and screening equipment from ACS/ Access Control is the only company that can provide service and maintenance to the 28 x-ray machines owned by the Judicial Branch. Further they have been and continue to be the lower price Nationwide.

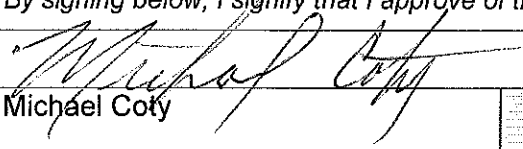
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

For more than 20 years the Judicial Branch has been purchasing x-ray machines for the purpose of entry screening. Through extensive research and repeated RFP processes, Access Control systems has been the only company that can provide the Judicial Branch with products that meet specification and the only company that can service and maintain the equipment. In repeated searches for more than 18 years, they remain the lowest price for what is specified.

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

Annually the Office of Judicial Marshals conducts trade searches to seek new vendors to provide security equipment. In the even a new manufacturer with the ability to meet specifications, provide serves and maintenance enters the market, The Office of Judicial Marshals will adapt its process to seek competitive pricing. Currently there are not any vendors that meet that criteria.

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: | Michael Coty | Date: | 5/4/2020 |
| Signature of DAFS Procurement Official: | <small>DocuSigned by:</small> <i>Justin Franzose</i> | | |
| Printed Name: | <small>AEED9C7B3A8044E...</small> Justin Franzose | Date: | 5/11/2020 |