

## 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:		Education/Office of Learning Systems/MLTI			
Department Contract Administrator or Grant Coordinator:		Deb Lajoie			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 524,552.00	Advantage CT / RQS #:	2020*2566		
CONTRACT	Proposed Start Date:	7/1/2020	Proposed End Date:	6/30/2021	
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:		Systems Engineering, Inc. 120 Exchange Street Portland Maine 04101			
Brief Description of Goods/Services/Grant:		Wireless Network Maintenance and Support			

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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

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### 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.**

Over 300 schools in the State have relied for over 18 years on DOE programs to provide wireless network in their school buildings to meet both educational and operational needs. DOE currently contracts with 2 vendors to maintain, operate, and support school WIFI networks. Services to these schools will need to be continued during the Maine Learning Technology Initiative (MLTI) bridge year to support our schools.

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

Systems Engineering, Inc. is the current operation/maintenance/support company for WIFI in over 140 schools that chose Apple as their solution in 2013. The equipment currently in those schools belongs to Systems Engineering, and, if a different vendor is chosen, there would be significant additional cost to install new equipment (controllers, switches, access points) in the schools. This is not economical or efficient for our continuation during the MLTI bridge year.

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

The cost per quarter is the same as the current contract costs. The cost compares favorably to the cost of the support under the MLTI contract, which was competitively bid through RFP.

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

Once the Department determines during the bridge year what the new MLTI program, this service, if needed, will be competitively bid.

### PART IV: APPROVALS

**Signature of requesting  
Department's Commissioner  
(or designee):**

*By signing below, I signify that I approve of this procurement request.*




**Printed Name:**

Dan Chuhta, Deputy Commissioner

**Date:**

4/3/2020

**Signature of DAFS  
Procurement Official:**

DocuSigned by:  
  
A4D4AF6018C54EC...  
Designee

**Printed Name:**

**Date:**

5/8/2020