

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:		Maine State Archives		
Department Contract Administrator or Grant Coordinator:		Tammy Marks- Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 5229.00	Advantage CT / RQS #:	20210428000000001000	
CONTRACT	Proposed Start Date:	04/21/2021	Proposed End Date:	04/21/2022
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:		Digital Transitions 35 West 35 th Street 4 th Floor New York, Ny 10001		
Brief Description of Goods/Services/Grant:		Upgrade to Capture One Ch21 and 1 Year Uptime Assurance Warranty.		

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

State of Maine Procurement Justification Form

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 warranty on our Phase One camera expired. We have many projects that we are working on with deadlines and cannot be without this equipment. The warranty would allow us to have that protection. The upgrade is necessary with the Phase One camera as they do not support firewire connection any longer as it is an older version.

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

The Maine State Archives is in the middle of a grant project with a specific end date as well as working on other projects with strict deadlines. The vendor is the only company to have worked with our staff and equipment and is aware of what we need to upgrade so that we can continue to work seamlessly to meet our deadlines.

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

Our last software upgrade was purchased in 2019 with no price increase and they are willing to provide us with a warranty suitable for our needs for the out of warranty product.

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

Maine State Archives will continue to search for vendors that can provide the same quality of software but at this time being the age of the equipment we feel his vendor is our best option for the upgrade and warranty.

PART IV: APPROVALS

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

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

Tammy h. Marks

Printed Name:

Tammy Marks

Date:

04/28/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzose

Printed Name:

AEED9C7B3A8044E...
Justin Franzose

Date:

5/3/2021