

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, State of Maine Judicial Branch		
Department Contract Administrator or Grant Coordinator:		Kristina Famolare		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 86,902.50	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	5/15/2021	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:		Pro AV Systems, 17 Patrick Drive, Suite 1, Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:		Replace existing defunct courtroom sound system components		

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	X	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.
Replace existing defunct and malfunctioning assistive listening device systems with Infrared Williams Assistive Listening Device Systems in courtrooms in Maine to maintain compatibility with existing courtroom PA/sound systems, For the Record (FTR) digital recording software and programs, and related hardware/software components. Purchase additional compatible assistive listening system receivers and componentry.
2. Provide a brief justification for the selected vendor to supplement the response in Part II.

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PART III: SUPPLEMENTAL INFORMATION

A technical services and installation contract with vendor to update and troubleshoot existing, outdated, and malfunctioning courtroom assistive listening devices with functional, Americans with Disabilities Act (ADA)-compliant infrared assistive listening systems will ensure that the Maine Judicial Branch will provide hard-of-hearing individuals with reasonable accommodations for effective communication as they access the Maine state courts. The installed assistive listening systems must be connected to existing courtroom/sound PA systems and sophisticated For the Record (FTR) electronic recording systems used by the courts to function properly and thus will protect the access to justice rights of the parties.

The service, procurement, and installation contract provides for installation, service, and upgrade of 7 courtrooms at the Lewiston and West Bath District Courts from malfunctioning existing systems to secure, reliable, and uniform technology and the purchase of 150 additional assistive listening receivers and related hardware for distribution to all Maine state courthouses. Court staff will seek assistance from the vendor by phone, and when necessary, in person to troubleshoot the equipment.

Per the Maine Rules of Court and Administrative Orders promulgated by the Chief Justice of the Supreme Court, court hearings are required to be electronically recorded to preserve the record for appeals to the Maine Supreme Court and to protect the rights of the parties. The assistive listening device systems are directly linked to the digital recording systems. It is critical that all technologies linked to the digital recording systems be properly installed, serviced, and maintained and that when problems arise there be immediate access to specialized and highly skilled technicians. At this time, the vendor identified in this contract is the only entity that meets this need.

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

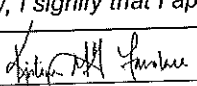
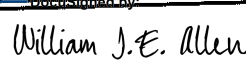
Pro AV quoted an installation price of \$5860.00 per courtroom including labor, travel, technical configuration, chargers, transmitters, emitters, receivers, neckloops, and miscellaneous hardware for the procurement and specialized installation of infrared systems. Three individual quotes are attached.

We compared the rates to online quotes available from other vendors that do not offer installation and troubleshooting services. This was the most competitive price, offering the best service available. We think this pricing is fair and reasonable.

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

In order to foster competition in the future, we will continue to seek alternative vendors when purchasing systems for the courts. Should we find that there are additional contractors with the training, skills, and business capacity to meet the needs of the courts we will engage with them as is appropriate.

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:	Kristina M. G. Famolare	Date:	4.28.2021
Signature of DAFS Procurement Official:			
	<small>2DSB0E39F57/E44A...</small>		
Printed Name:	William J.E. Allen	Date:	5/4/2021

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