

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)		\$ 48,031.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	5/20/2021	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Brief Description of Goods/Services/Grant:		Replace existing malfunctioning and outdated courtroom audio, PA, and assistive listening systems at the Androscoggin County Superior Courthouse.		

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 courtroom sound, PA, and assistive listening system in courtroom 1 of the Androscoggin County Superior Court to provide clear courtroom audio and maintain compatibility with existing For the Record (FTR) digital recording software and programs.

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PART III: SUPPLEMENTAL INFORMATION

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

The service, procurement, and installation contract will provide installation, service, and upgrade from an outdated and malfunctioning existing sound, PA, and assistive listening system to secure, reliable, and uniform technology that will capture and transmit clear audio.

All Maine Judicial Branch (MJB) courtrooms must be equipped with functional, Americans with Disabilities Act (ADA)-compliant infrared assistive listening systems to ensure that the MJB will provide hard-of-hearing individuals with reasonable accommodations for effective communication as they access the state courts. The assistive listening systems must be connected to courtroom sound, PA, and For the Record (FTR) electronic recording systems used by the courts to function properly.

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. 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.

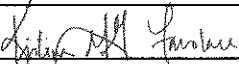
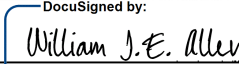
Pro AV Systems quoted an installation price of \$48,031.00, including labor, travel, technical configuration, software, hardware, commissioning, and componentry. Quote PASYS-031620-JP, including detailed technical specifications, is attached.

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.

To foster competition in the future, we will continue to seek alternative vendors when purchasing systems for the courts. If 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 Famolare	Date:	5.14.2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
	<small>2D5B6E39F57E44A...</small>		
Printed Name:	William J.E. Allen	Date:	5/19/2021

NOI 05202105354 05/19/2021 - 05/25/2021