

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:		Secretary of State		
Department Contract Administrator or Grant Coordinator:		Darren Henderson- Director of Infrastructure and Cyber Security		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 21746.40	Advantage CT / RQS #:	20210519000000001084	
CONTRACT	Proposed Start Date:	07/01/2021	Proposed End Date:	06/30/2022
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:		Unlimited Technology Associates 151 Water Street Augusta ME 04330		
Brief Description of Goods/Services/Grant:		Cleaning and General Light Maintenance for 28 Kodak Scanners.		

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.
This RQS is for cleaning and general maintenance for 28 Kodak scanners located at three locations in the Augusta area. Twenty-three units are located at BMV, 101 Hospital Street Augusta. Two units are located at Central Archives, 230 State Street, Augusta. Three units are located at the BABLO building, 10 Water Street, Hallowell. Due to the extremely high usage of these scanners at all locations, the scanners require frequent cleaning.

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PART III: SUPPLEMENTAL INFORMATION

There are eleven Kodak scanners that require cleaning every other week which is five i-4650, one i-4600 and five i-3400. The remaining seventeen scanners require monthly cleaning which is one i-4650, and sixteen i-3400. Because of the high volume of material being processed and the frequency of the cleaning as well as any unexpected general maintenance that may arise, these services are essential.

The end user prefers that the vendor be within a very close proximity so that service can be rendered very quickly. If any of these scanners are down, even for a short time, the level of productivity would be impacted greatly. This service is essential to the Department of Secretary of State because the use of these scanners is mandatory to reduce the amount of hard materials being stored. Storing this material digitally opens space for better use and provide a more robust system for locating any material.

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

Unlimited Technologies has been performing this service for the past two years and is familiar with all equipment and procedures. Further, their availability and proximity are unique. Often in an emergency, services are required immediately or at the very least within an hour. Having trained service providers in such proximity is like having someone on staff available to perform the service. Without these unique qualities the productivity of the scanning units would be dramatically affected.


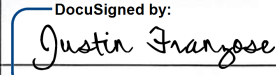
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Originally, a formal bid was requested for this service. Technologies Unlimited was the lowest bid by \$2000. The cost for this maintenance and cleaning service has increased approximately \$600 in two years.

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

The Office of Information Services is open to the competitive bid process if another vendor can satisfactorily meet the needs of the Information Services with respect to supported needs, technological expertise, price and the required repair timeframe.

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:	Darren Henderson	Date:	5/19/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEE9C7B3A8044E</small> Justin Franzone	Date:	5/21/2021