



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Corrections		
Department Contract Administrator or Grant Coordinator:		Rachel McLean		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)		\$ 239,608	Advantage CT / RQS #:	03A 20220331*2290
CONTRACT	Proposed Start Date:	5/1/2022	Proposed End Date:	3/31/2023
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date:	Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date:	Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date:	Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date:	Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		Snow Pond Technology Group, Inc., Waterville, Maine		
Brief Description of Goods/Services/Grant:		Network upgrades to facilitate resident education		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

All of MDOC's facilities are undertaking major improvements to the resident educational IT network architecture. These network improvements are necessary to support the over 1,200 new computer devices being issued to residents for their education, risk reduction activities, family visits, and entertainment. Since the network services are for incarcerated residents rather than State of Maine staff, the Office of Information Technology has minimal involvement in the project.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Facilities have critical needs for an improved network architecture which are time sensitive. Residents are enrolling in online college programs at an increased rate, requiring additional broadband and storage capabilities before the summer semester. Furthermore, Maine State Prison is experiencing a critical security vulnerability, as incarcerated residents are currently using the State of Maine network to access college programming, which allows residents to access core services to the network. The time sensitive nature of these projects requires a vendor to have in-depth existing knowledge of the facility's network designs and layouts in order to fulfill upgrade requests promptly. Snow Pond has the requisite knowledge and experience to meet this need.

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

The vendor has provided itemized quotes which detail costs for equipment and labor. Quoted equipment costs are comparable to costs for identical products charged by network component distributors. Labor costs are typical for professional IT technicians which the Department considers to be fair and reasonable.

Additionally, Maine DOC is leveraging "ELC" Covid relief funds through a MOU with the Maine DHHS to cover expenditures for the technology enhancements.

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

The I.T. network upgrades are one-time upgrades with a limited support agreement. Future network upgrades will be planned months to years in advance, allowing time for a competitive bidding process.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Scott Landry, Associate Commissioner	Date:	4/28/2022
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA013178102243C...</small>		
Typed Name:	Joseph Zrjoka <small>Click or tap here to enter text.</small>	Date:	5/5/2022 <small>Click or tap to enter a date.</small>