



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:		OIT David Plourde	
Department Contract Administrator or Grant Coordinator:		Gwen Malia	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$68,640.00	Advantage CT / RQS #:	20230425*1306
CONTRACT	Proposed Start Date:	12/18/2022	Proposed End Date: 12/17/2023
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:		Onix Networking Corp. 18519 Detroit Ave., Lakewood, OH 44107	
Brief Description of Goods/Services/Grant:		Video conferencing support	

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.

Onix supports the MJB Google environment including gmail and apps.

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

Onix has provided support since they won the bid (they were the lowest bidder).

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

Onix rates are discounted over standard rates and are very reasonable.

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

Google products may be eliminated and replaced with Microsoft products.

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):	DocuSigned by: <i>Dennis Corliss</i> 7A9094BA0244AB...		
Typed Name:	Dennis Corliss	Date:	4/25/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Nancy Tan</i> 7A9094BA0244AB...		
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	5/4/2023

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David Plourde

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Augusta, ME 04364

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Natasha Jensen

Natasha.Jensen@courts.maine.gov

Procurement Coordinator

Administrative Office of the Courts

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