

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: | | DAFS/OIT/Computing Infrastructure & Services & Director of Client Technology Services | | |
| Department Contract Administrator or Grant Coordinator: | | Dawanna Pease | | |
| (If applicable) Department Reference #: | | N/A | | |
| Amount: (Contract/Amendment/Grant) | \$338,207.49 | Advantage CT / RQS #: | RQS 18B 20200428*1198 | |
| CONTRACT | Proposed Start Date: | 6/14/2020 | Proposed End Date: | 6/13/2021 |
| 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: | | Microsoft Enterprise Services PO Box 844510 Dallas, TX 75284-4510 | | |
| Brief Description of Goods/Services/Grant: | | Microsoft Professional Services | | |

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before 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 |

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.

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PART III: SUPPLEMENTAL INFORMATION

The State of Maine is extensively vested in Microsoft products. After careful consideration regarding the direction and management of Microsoft's products, the Office of Information Technology (OIT) entered into an Enterprise Agreement for Microsoft's End User Suite (Office) which allows the State of Maine to move to Office 365, Microsoft's Cloud Hosted Solution. Microsoft office products are used in the day-to-day business of the State of Maine employees. Many State of Maine agency applications are hosted on Microsoft's cloud platform and use utilities supplied by Microsoft, some deemed critical to the agency's business requirements.

Due to the critical nature of many of the Microsoft applications (Outlook, SharePoint, SQL etc.), OIT relies on Microsoft's Premier Support Services (7x24), provided by this Agreement, to directly access Microsoft Third Tier Support personnel who provide immediate insight into issues, troubleshooting aid and problem resolution. This Professional Services Agreement also provides OIT access to Microsoft's Certified Software Engineers for planning, design and implementation services on an as-needed basis for new Microsoft related initiatives.

An independent review of Microsoft's Premier Support Services Description and costs was done by Gartner's industry expert in this field.

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

Maintenance and troubleshooting of Microsoft products used in the day-to-day operation of state services is critical. At times, the problems go beyond the expertise of OIT staff, requiring Microsoft proficiency to assist in problem resolution. Also, as the State of Maine refreshes its Microsoft technology, skilled Microsoft resources are often required to assist the State of Maine in the planning, configuration, deployment and technical training.

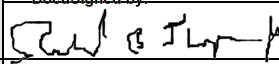

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

An independent review of Microsoft's Premier Support Services Description and costs was done by Gartner's industry expert in this field. This service is only provided by Microsoft.

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

When it is deemed third-party providers can deliver the same level of expertise and services, OIT will competitively bid for services.

PART IV: APPROVALS

| | | | |
|---|---|--------------|-----------|
| Signature of requesting Department's Commissioner (or designee): | By signing below, I signify that I approve of this procurement request. | | |
| | DocuSigned by:  | | |
| Printed Name: | Richard B. Thompson | Date: | 5/28/2020 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Printed Name: | Justin Franzose | Date: | 6/3/2020 |

DocuSigned by:



Frederick Brittain

5/28/2020

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