

## State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW			
Department Office/Division/Program:	Secretary of State, Information Services		
Department Contract Administrator or Grant Coordinator:	Donna Grant, Deputy Secretary of State		
(If applicable) Department Reference #:			
Document Amount:	\$236,199.00	Advantage CT / RQS #:	RQS 29B2020052200000001276
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:
ALL OTHER	Proposed Start Date:	7/1/2020	Proposed End Date: 6/30/2025
Vendor/Provider/Grantee Name, City, State:	Workgroups Technology Partners 207 Larrabee Road Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:	Rubrik Backup Solution with associated hardware, support and installation		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request.			
	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
<p>The Office of Information Services within the Department of the Secretary of State operates an information technology Data Center that is crucial to the operation of the Maine Bureau of Motor Vehicles, the Bureau of Corporations and Elections, and the Maine State Archives as well as the Secretary of State's many state and federal partners. The backup solution currently in use has a complicated licensing model, the user interface is antiquated, and the charges required for future use, led the Office of Information Services to pursue a solution that is more aligned with the current industry standards. It is crucial that the Department's computing environment be reliably backed up in a timely manner to preserve the continuity of services necessary to support</p>

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### PART III: SUPPLEMENTAL INFORMATION

the people of Maine, the Department of Public Safety and other state and federal partners.

Rubrik has been selected as the preferred backup solution because it meets the unique requirements that the Office of Information Services has identified as needed to support the variety of business functions and retention periods that must be accommodated. These requirements include the continued use of physical tape storage; hardware to be installed locally and housed in Information Services Data Center; a simple transition path if it is decided, at some point in the future, to begin using cloud storage; and smooth backup software interaction with Information Services' NetApp Storage Appliances (the Department's data storage solution) at the API level for improved performance and capabilities. Furthermore, additional tools will be included to aid in improving the Department's security posture as well recovery from possible ransomware/malware infections.

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

The configuration of Information Services Data Center is dependent upon specific technology and specially trained personnel to manage and maintain this technology. The Department wishes to use a Maine vendor who is already very familiar with the environment and can provide the level of expertise necessary to ensure success. Workgroup Technology Partners is able to provide this expertise. Personnel from Workgroup Technology Partners can reach the Office of Information Services in less than two hours to provide maintenance, support, repairs, and equipment. This support is available to the Office of Information Services 24 hours a day, 7 days a week, 365 days a year. An immediate response to any problem within the Data Center is essential. Failure of this equipment and software jeopardizes meeting the needs of all users, including businesses and Maine citizens.

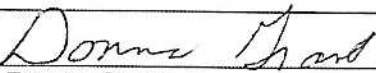
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Over the past year and a half, the Office of Information Services has been evaluating its needs for a new backup solution. A Request for Information was posted, and a variety of Backup Solutions were considered. The Office of Information Services received several quotes for backup solutions which met its requirements. The complete Rubrik Backup solution with 5 years of support is \$162,000 less than the other options considered.

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

The Office of Information Services is open to the competitive bid process as long as another vendor can satisfactorily meet the needs of Information Services with respect to the variety of business needs supported, security, technological expertise, price, maintenance support and the required repair timeframe.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Donna Grant	<b>Date:</b>	5/26/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	6/8/2020