

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:	\$18,909.96	Advantage CT / RQS #:	RQS 29B 20200602000000001305
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: 6/30/2021
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.			
	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.
<p>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.</p> <p>Eleven of the Kodak scanners require cleaning every other week. These eleven scanners include five i-4650</p>

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PART III: SUPPLEMENTAL INFORMATION

scanners, one i-4600 scanner and five i-3400 scanners. Seventeen of the Kodak scanners require monthly cleaning. These seventeen scanners include one i-4650 scanner and sixteen i-3400 scanners. 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 the 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 provides a more robust system for locating any particular 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 close 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.

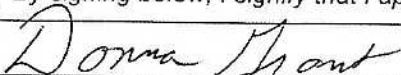
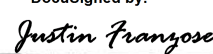
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Originally, a formal bid was requested for this service. Technologies Unlimited was the lowest bid by \$2,000. 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 as long as another vendor can satisfactorily meet the needs of 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):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Donna Grant	Date:	6/4/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date:	6/8/2020