

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:	Office of the Attorney General		
Department Contract Administrator or Grant Coordinator:	Mark Toulouse		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,975.00	Advantage CT / RQS #:	RQS 26A 20200605*1343
CONTRACT	Proposed Start Date:		Proposed End Date:
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:	dbServices, PO Box 775118, Chicago, IL 60677		
Brief Description of Goods/Services/Grant:	FileMaker licenses and maintenance		

PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<input checked="" type="checkbox"/>	A. Competitive Process		G. Grant
<input type="checkbox"/>	B. Amendment		H. State Statute/Agency Directed
<input type="checkbox"/>	C. Single Source/Unique Vendor		I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<input type="checkbox"/>	E. Emergency		K. Client Choice
<input type="checkbox"/>	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.

The Office of the Attorney General's FileMaker licenses/maintenance will expire on July 14, 2020.

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PART III: SUPPLEMENTAL INFORMATION

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

After soliciting quotes from three (3) vendors, the office of the Attorney General selected the three-year option from dbServices.

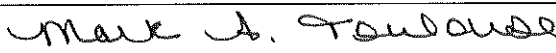

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

In order to secure the most advantageous rate for FileMaker services, the Office of the Attorney General reached out to three vendors, and received quotes for one (1), three (3), and five (5) year license and maintenance renewals. Overall, the three (3) year option from dbServices was selected as the best fit.

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

The Office of the Attorney General is currently auditing all information technology costs for the Fiscal Year 2022-2023 biennial budget. Each piece of that budget will go to the most economical vendor, which may be the Office of Information Technology, Workgroup Technology Partners, or another outside source. As items come up for renewal, quotes from three vendors will be solicited. This process was utilized with this procurement.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Mark A. Toulouse Administrative Services Division Chief	Date:	6/9/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	6/12/2020