

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)	\$ 10,181.00	Advantage CT / RQS #:	RQS 26A 20200604*1334
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:		Workgroup Technology Partners, PO Box 110, Westbrook, Maine 04098	
Brief Description of Goods/Services/Grant:		Hardware and software support (3/19/2020 – 3/18/2021)	

PART II: JUSTIFICATION FOR VENDOR SELECTION

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

	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.

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PART III: SUPPLEMENTAL INFORMATION

Workgroup Technology Partners is contracted by the Office of the Attorney General to provide IT infrastructure core support (labor) to maintain the agency's network. The contract includes 24 x 7 monitoring and technical assistance. Upgrades to the network were implemented in fiscal year 2019, resulting in a modification of the contract. This invoice is for software and hardware support for the upgraded network equipment itself.

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

Workgroup Technology Partners was selected for contracted cited in question 1 above because they are the only IT services provider in Maine that is certified on the Office of the Attorney General's core IT infrastructure technologies, including VMware, Microsoft, NetApp, Barracuda and Cisco. Additionally, Workgroup Technology Partners has a historical knowledge of our environment and an in-depth understanding of the requirements needed to support and maintain our infrastructure throughout the useful life of our equipment. Because Workgroup Technology Partners was the contracted vendor, they were selected to perform the server upgrade. This maintenance invoice covers the updated/current servers, switches, and hardware.

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

Because Workgroup Technology Partners is monitoring the equipment, they are maintaining support on hardware and software. As the Office of the Attorney General prepares for the Fiscal Year 2022-2023 biennial budget, we are auditing each line of the Information Technology budget and conducting market research to identify standard costs and the most appropriate means of procuring services.

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.

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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>		
	<i>Mark A. Toulouse</i>		
Printed Name:	Mark A. Toulouse Admin Services Division Chief	Date:	6/9/2020
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	6/16/2020