



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		DAFS/OIT	
Department Contract Administrator or Grant Coordinator:		Nate Willigar	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 169,800.00	Advantage CT / RQS #:	RQS 18B 20230509-1369
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date: 5/31/2025
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:		Gartner, Inc. PO Box 911319 Dallas, TX 75391-1319	
Brief Description of Goods/Services/Grant:		Information Technology Independent Research Services	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for 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

Please respond to ALL of the questions in the following sections.

### PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

As the State of Maine continues to deploy more cloud-hosted, enterprise-class SaaS applications, complex information security protection services and appliances and is updating its electronic communications infrastructure, engaging industry experts to advise in these initiatives this service is essential. As a vendor agnostic company, Gartner's knowledge of the IT industry and vendors has become increasingly valuable to OIT as we enter long-term relationships with these partners.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Gartner offers OIT:

- Gartner Research - a wide array of coverage on technology trends and issues. Various report types provide key technology advice, insight, and resources needed.
- Gartner Key IT Metrics - research focused on benchmarking IT metrics in Outsourcing, Security, Infrastructure and Applications. There are several reports in each of these areas.
- Gartner Toolkits - actionable resources to designed to save your time while ensuring best practices. They include RFP templates, job descriptions, project checklists, and more.
- Analyst interactions - pre-planned discussions with Gartner subject matter experts who apply thought leadership, answer questions, review business plans, contracts, & RFP's. Analysts essentially become an extension of your staff.
- IT News and Insights to brief leadership

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

Multiple avenues were explored to obtain a competitive quote including resellers. The best value/cost was attained through Gartner. Gartner is providing a credit for early renewal.

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

OIT will continue to seek multiple cost quotes through the vendor and the NASPO contracts. The NASPO contract for IT research is not available yet but may offer additional options in the future.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Nicholas Marquis</i> A29C99359A37464...		
Typed Name:	Nicholas Marquis, Interim CIO	Date:	5/17/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Nancy Tan</i> 7AA0004BA0244A8...		
Typed Name:	Nancy Tan, Deputy Director of IT Procurement	Date:	5/15/2023