



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/Client Tech	
Department Contract Administrator or Grant Coordinator:		Joy Lazore	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 22,520.00	Advantage CT / RQS #:	RQS 18B 20230412-1261
CONTRACT	Proposed Start Date:	6/1/2023	Proposed End Date: 6/30/2024
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:		VIKING COMPUTER PARTS INC 11551 Rupp Drive Burrnsville, MN 55337	
Brief Description of Goods/Services/Grant:		HP equipment	

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.

Due to Mainet's aging fleet of computers Vendors have stopped direct selling of pieces of equipment that are no longer under warranty but are needed to keep computers working. The alternative to not purchasing pieces of equipment is to replace the full unit which is more expensive and adds the lose that the prior equipment was not used for its full life.

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

MA 18P 15111900000000000078 was competitively awarded to HP, but HP no longer carries certain pieces of equipment. HP put us into contact with Viking Computers who can supply the products we need for older pieces of equipment.

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

Cost are negotiated by the original vendor with whom the equipment was originally purchased from and is less or equal to the cost of the parts if they were purchased when under warranty.

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

Current and future purchases of equipment have an extended warranty on the device that cover the pieces of equipment in which the items would no longer needed to be purchased as well as up updated refresh cycle of computers.

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

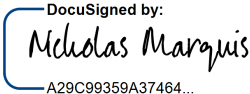
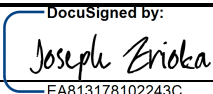
Does this request utilize ARPA/MJRP funds?

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):	 A29C99359A37464...		
Typed Name:	Nicholas Marquis, Interim CIO	Date:	6/4/2023
Signature of DAFS Procurement Official:	 EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	6/4/2023