



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles, Information Services		
Department Contract Administrator or Grant Coordinator:		Jeremy Cotnoir, Director of Infrastructure and Cybersecurity		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 94,111.00	Advantage CT / RQS #:	20250519000000001740
CONTRACT	Proposed Start Date:	6/23/2025	Proposed End Date:	8/2/2026
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 207 Larrabee Road Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:		Rubrik backup solution support		

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
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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.	<p>The Office of Information Services within the Department of the Secretary of State operates an information technology Data Center that is crucial to the operation of the Maine Bureau of Motor Vehicles, the Bureau of Corporations and Elections, and the Maine State Archives. In order to maintain a positive backup and recovery, as well as disaster recovery posture for all supported agencies under the Secretary of State, the most efficient backup solutions will be used. Rubrik is our current backup and is at the top of the backup industry, especially with security and backup to cloud. This solution will allow the continued use of Rubrik while offering a backup solution from the NetApp storage appliances directly to the cloud without the need of more hardware in the datacenter.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The configuration of Information Services Data Center is dependent upon specific technology and specially trained personnel to manage and maintain this technology. The Department wishes to use a Maine vendor who is already very familiar with the environment and can provide the level of expertise necessary to ensure success. Workgroup Technology Partners is able to provide this expertise. Personnel from Workgroup Technology Partners can reach the Office of Information Services in less than two hours to provide maintenance, support, repairs, and equipment. This support is available to the Office of Information Services 24 hours a day, 7 days a week, 365 days a year. An immediate response to any problem within the Data Center is essential. Failure to obtain support for this equipment and software jeopardizes the Information Services team's ability to recover from catastrophic data loss.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>As this has been our established backup software solution for the past five years, to include a recent expansion of capacity, Information Services has determined that Rubrik is the best option and to wholly replace it would be an unnecessary expense. It is an industry leader, has been proven dependable, and is the most cost-effective route. No other vendor could satisfactorily meet the needs of the Office with respect to price and support.</p>
4. Describe the plan for future competition for the goods or services.	<p>The Office of Information Services will leverage the competitive bid process in the future when another vendor can satisfactorily meet the needs of Information Services with respect to the variety of business needs supported, security, technological expertise, price, maintenance support and the required repair timeframe.</p>

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)
Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

☐ Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

☒ No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

☒ The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

Typed Name: Bruno Inacio

Date:

Signature of DAFS
Procurement Official:

DocuSigned by:

Joseph Zrioka

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Typed Name: Joseph Zrioka, IT Procurement Director

Date: 6/9/2025