

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:	MEDMR/BMS/MENH Inshore Trawl Survey		
Department Contract Administrator or Grant Coordinator:	Rebecca Peters		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 21,716.85	Advantage RQS-13A-20200714000000000044	
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:	Glacier Computer, Amherst, NH 03031		
Brief Description of Goods/Services/Grant:	Ultra-rugged tablets for collecting data electronically on the MENH Inshore Trawl Survey.		

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.

**State of Maine
Procurement Justification Form**

PART III: SUPPLEMENTAL INFORMATION

The MENH Inshore Trawl Survey is a fishery-independent survey that provides data on abundance and distribution of commercially and recreationally important marine resources to the state of Maine. Since the start of the survey data has been hand recorded. Even though every effort is taken to reduce errors, there are still errors that occur when hand recording data due to human error (illegible hand writing, mishearing numbers or names being called out, misplacement of data sheets, etc). To make data collection more reliable and reduce human errors as much as possible we are moving towards collecting data using electronic equipment such as tablets and electronic measuring boards. Since data is collected while out at sea in the inshore Gulf of Maine is a variety of weather conditions, we need electronics that have been proven to withstand these conditions. The Zebra XC6 Ultra-Rugged tablets have been tested in similar conditions to what we experience (cold weather, rain, high wind, over wash from waves) and have been shown to hold us in these conditions. These tablets also are Windows 10 based to operate our data collection software and are Bluetooth enabled so they can connect to our electronic measuring boards and scales. Additionally, these tablets are used by other state surveys (Connecticut Long Island Sound Trawl Survey) with the same electronic system we are interested in acquiring. These tablets were recommended by other states due to their reliability and ability to handle harsh weather. Other types of tablets are not able to do this, even with protective cases on. Fund for this are from a federal grant (trawl survey account 013-13A-3032-30-20TRAWL).

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

Price quotes were obtained from multiple vendors and this vendor was selected because they offered the cheapest price along with a 3 year warranty on the tablets.

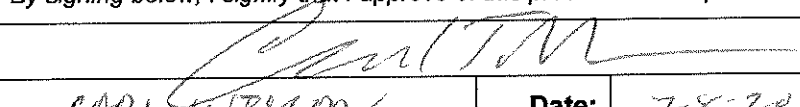
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Multiple vendors were contacted to obtain quotes for these tablets. This vendor provided the cheapest price with a 3 year warranty and coverage of damages/issues with the vendor, which other vendors did not.

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

If additional tablets were going to be purchased we would reach out to the other vendors to ensure we choose the vendor that offers the cheapest price.

State of Maine Procurement Justification Form

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:	<i>Carl Wilson</i>	Date:	<i>7-8-2020</i>
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEEED9C7B3A8044E... Justin Franzose	Date:	7/15/2020