

## 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:		State of Maine Judicial Branch, Administrative Office of the Courts		
Department Contract Administrator or Grant Coordinator:		Richard E. Record, Jr.		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 8250.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	August 1, 2021	Proposed End Date:	July 31, 2022
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:		Pro AV Systems 275 Bellerica Rd. Chelmsford, MA 01824		
Brief Description of Goods/Services/Grant:		Troubleshoot, resolve, and repair courtroom audio-visual systems to maintain functionality with For the Record (FTR) digital recording software and programs, and related hardware/software components.		

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

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**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.**

Per the Maine Rules of Court and Administrative Orders promulgated by the Chief Justice of the Supreme Court, court hearings must be electronically recorded to preserve the record for appeals to the Maine Supreme Court and to protect the rights of the parties. A technical services contract with the vendor will ensure the sophisticated For the Record (FTR) electronic recording systems and courtroom audio-visual systems used by the courts function properly and in so doing will protect the access to justice rights of the parties.

The service contract provides court staff, located in 39 courthouses across the state, the ability to routinely seek assistance from the vendor by phone, and when necessary, in person. If court staff knows they can freely use a technical resource, they are much more likely to take advantage of that resource. Doing so results in the proper upkeep of systems and ultimately reduces the frequency and severity of technical issues. Keeping technical equipment in a superior state of readiness is necessary for capturing a clear-sounding and accurate record; and ensures that the court can keep its tightly scheduled dockets moving smoothly.

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

It is critical that the digital recording equipment and related courtroom audio-visual equipment be properly installed, serviced, and maintained, and that when problems arise, there be immediate access to specialized and highly skilled technicians. ProAV Systems is the only entity with the skill and business capacity to meet this need.

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

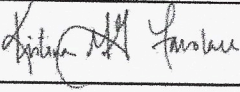
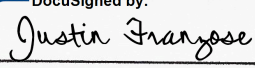
Pro AV Systems provided a 50-hour service contract quote of \$8250.00 including labor, travel, repair, troubleshooting, and technical configuration. Quote SERV-50, including detailed specifications, is attached.

We compared the rates with other highly skilled audio-visual technical companies. Pro AV Systems is the only company with local offices that provides this specialized service that includes onsite technical support for these complex systems. The hourly rates are comparable to other audio-visual companies without this specialized skill set. We think this pricing provides good value and is fair and reasonable.

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

To foster competition in the future, we will continue to seek alternative vendors when securing courtroom audio-visual and electronic recording system service technicians for the court system. If we discover additional vendors with the training, skills, and business capacity to meet the needs of the courts we will engage with them as is appropriate.

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PART IV: APPROVALS		
<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>	
		
<b>Printed Name:</b>	Kristina Famolare	<b>Date:</b> 7.12.2021
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> 	
	<b>Printed Name:</b>	<small>AEEED9C7B3A8044E</small> Justin Franzose
		<b>Date:</b> 7/13/2021