

State of Maine Waiver of Competitive Bidding Request Form

Form Instructions: Please provide the requested information in the white boxes below. This form is to precede all contract requests that are not the direct result of a competitive bid process.

Requesting Department's Contract Administrator:	Donna E. Grant Deputy Secretary of State	Office/Division/Program of Contract Administrator:	Secretary of State Office of Information Services
Est. Contract Amount:	\$29,001	Contract or RQS Number:	29C2019072900000000098
Proposed Start Date:	October 1, 2019	Proposed End Date:	September 30, 2024
Vendor/Provider Name, City, State	Workgroups Technology Partners 207 Larrabee Road Westbrook, ME 04092		
Short Description of Good or Service:	2 Disk Shelves: 12G, 12x4TB; Equipment, Maintenance, Licenses Fees and Installation		
Please note, for transparency purposes, Waivers of Competitive Bidding will be publicly posted. Public postings are placed on the Division of Procurement Services website for a period of seven consecutive calendar days.		To be completed by the Division of Procurement Services Posting dates on Division of Procurement Services website: From: <u>08/09/19</u> To: <u>08/15/19</u>	
Notice of Intent to Waive Competitive Bidding Number:		NOI# 0820191348	
1. Statutory Justification			
State of Maine statute (5 M.R.S. §1825-B(2)) allows waivers of competitive bidding only for the specific reasons listed below. Please mark the appropriate box (X) next to the justification which applies to this specific request.			
<input type="checkbox"/>	A. The procurement of goods or services by the State for county commissioners pursuant to Title 30-A, section 124, involves the expenditure of \$2,500 or less, and the interests of the State would best be served;		
<input type="checkbox"/>	B. The Director of the Bureau of General Services is authorized by the Governor, or the Governor's designee, to make purchases without competitive bidding because, in the opinion of the Governor or the Governor's designee, an emergency exists that requires the immediate procurement of goods or services;		
	<i>If citing the above justification for this Waiver of Competitive Bidding request, please have the requesting Department's Commissioner or Chief Executive (as the Governor's "designee") sign and date on the right.</i>	<i>By signing below, I signify as the Governor's designee there is an emergency that necessitates this non-competitive procurement.</i>	
	Signature:	Printed Name:	Date:
<input checked="" type="checkbox"/>	C. After reasonable investigation by the Director of the Bureau of General Services, it appears that any required unit or item of supply, or brand of that unit or item, is procurable by the State from only one source;		
<input type="checkbox"/>	D. It appears to be in the best interest of the State to negotiate for the procurement of petroleum products;		
<input type="checkbox"/>	E. The purchase is part of a cooperative project between the State and the University of Maine System, the Maine Community College System, the Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State involving: (1) An activity assisting a state agency and enhancing the ability of the university system, community college system, Maine Maritime Academy, or a private, nonprofit, regionally accredited institution of higher education with a main campus in this State to fulfill its mission of teaching, research, and public service; (2) A sharing of project responsibilities and, when appropriate, costs;		
	<i>If citing the above justification for this sole source request, please note that the specific approval of the Governor's Office is required, in accordance with Executive Order 26 FY 11/12, "An Order to Enhance Competitive Bidding". The approval must be documented on DAFS/BGS/Division of Procurement Services "GOVCOOP" form, found here: http://www.maine.gov/purchases/info/forms/govcoop.doc.</i>		
<input type="checkbox"/>	F. The procurement of goods or services involves expenditures of \$10,000 or less, in which case the Director of the Bureau of General Services may accept oral proposals or bids;		
<input type="checkbox"/>	G. The procurement of goods or services involves expenditures of \$10,000 or less, and procurement from a single source is the most economical, effective and appropriate means of fulfilling a demonstrated need.		
<input type="checkbox"/>	If a different authorization specifically allows for this non-		

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competitive procurement, please provide that reference here:

Please note that the following four points below (#2 through 5) all require a response.

2. Description of Specific Need

Please identify, and fully describe, the specific problem, requirement, or need the resulting non-competitive contract would address and which makes the goods or services necessary. Explain how the requesting Department determined that the goods or services are critical and/or essential to agency responsibilities or operations.

The Maine State Archives is currently digitizing State documents for storage, which Archives is required to do by law. As the digitization project continues more and more storage disk space will be needed to house these digitized documents. The Maine State Archives is making this purchase in anticipation of current and future storage needs. The current storage arrays for Archives are located and managed by the Office of Information Services. The two additional storage disk shelves will also be located in Information Service Data Center and managed by Information Services.

3. Availability of other Public Resources

Please explain how the requesting Department concluded that sufficient staffing, resources, or expertise is not available within the State of Maine's government, or other governmental entities (local, other state, or federal agencies) external to the requesting Department, which would be able to address the identified need more efficiently and effectively than the identified vendor.

The storage arrays can only be purchased from a reseller. Workgroups Technology Partners won a competitive bid to provide, install and maintain the current storage configuration which the Office of Information Services is using to support Archives as well as other Secretary of State bureaus. Workgroups Technology Partners is familiar with the needs and configuration of the Office of Information's storage infrastructure which will make the purchase and installation of two additional storage shelves more efficient and cost effective.

4. Cost

Since a waiver of competitive bidding is being requested for this procurement, please explain how the requesting Department concluded the negotiated costs, fees, or rates are **fair and reasonable**.

Archives and the Office of Information Services are currently pursuing a refresh of the current Archives' Cluster which houses Archives' storage arrays. If the two additional storage shelves are purchased and installed at the same time as the Archives' Cluster refresh, the maintenance for the two new storage shelves will be extended to 5 years and will be included in the maintenance of the Archives' Cluster.

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5. Future Competition

Please describe potential opportunities which may be available to foster competition for these goods or services in the future.

When the Office of Information Services went out to bid initially for the storage arrays, no other Vendor could satisfactorily meet the needs of Information Services with respect to price, maintenance support and the required repair timeframe.

Please note that only one of the two points below ("Uniqueness" or "Timeframe") requires a response. Requesting Departments are not required to respond to both points.

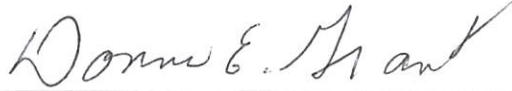
6. Uniqueness

Please explain if the goods or services required are unique to a specific vendor. Describe the unique qualifications, abilities, and/or expertise of the vendor and how those particular unique factors address the specific need identified above. If the vendor has unique equipment, facilities, or proprietary data, also explain the necessity of these particular unique assets.

The hardware, maintenance and support of the current Archives' Cluster is dependent upon NetApp technology and specially trained personnel. Archives and the Office of Information Services is fortunate that Workgroup Technology Partners can reach the Office of Information Services' Data Center in less than two hours to provide maintenance, support, repairs, and installation of equipment. This support is available to Information Services 24 hours a day, 7 days a week, and 365 days a year. Information Services has called upon Workgroup Technology Partners many times to undertake maintenance and support during weekends and evening hours. No other vendor is able to provide this level of service or as timely service compared to Workgroup Technology Partners.

7. Timeframe (Complete only if B. is the Statutory Justification marked on Page 1)

Please explain if time is of the essence and an emergency exists which requires the immediate procurement of goods or services. Describe the nature of this emergency, provide the date by which the goods or services must be delivered, and explain how that date was determined and its significance (i.e. impact if delayed beyond this date). Also, provide information as to how it was determined this vendor is the best option to address this time-sensitive procurement.

Signature of requesting Department's Commissioner or Chief Executive (or designee within the Commissioner's Office):	<i>By signing below, I signify that my Department requests, and I approve of, this Waiver of Competitive Bidding.</i>
	
Printed Name:	Donna E. Grant, Deputy Secretary of State
Date:	August 1, 2019