

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:		Maine State Library/Library Development Division		
Department Contract Administrator or Grant Coordinator:		Janet McKenney		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 6,288.00	Advantage CT / RQS #:	CT94Q20200722*0250	
CONTRACT	Proposed Start Date:	July 1, 2020	Proposed End Date:	June 30, 2021
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:		University of Maine/Network Maine, Orono, ME		
Brief Description of Goods/Services/Grant:		Provide Zoom Pro Subscriptions to public libraries		

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	X	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.
Public libraries that are part of the Maine School and Library Network can use Networkmaine's Zoom Pro subscriptions service. Few libraries felt the need to subscribe before COVID pandemic. Via a survey sent by MSL about how best to use CARES Act-LSTA funds, public libraries requested this be a fully subsidized service. This was the most requested service. The Zoom Pro accounts are discounted through the Networkmaine umbrella account (also available to schools). At this time, 131 public

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PART III: SUPPLEMENTAL INFORMATION

libraries have requested accounts for this year.

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

Networkmaine's cost is much lower for libraries and they also manage the libraries Internet through the Maine School and Library Network.

Networkmaine manages creating the subscriptions and verifying emails and users. Networkmaine also serves as a point of contact for subscription issues allowing MSL to work on training and education.

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

The cost to MSL (none to libraries) is greatly reduced from the normal Zoom Pro (savings over \$130 per year for each library). Networkmaine manages this for schools and the University and as our partner it reduces our need to manage. Networkmaine bills us for the number of libraries subscribed.

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

At this time, it is unlikely libraries could get a better price or the statewide management Networkmaine provides.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Janet McKenney</i>		
	<small>By signing below, I signify that I approve of this procurement request.</small>		
Printed Name:	Janet McKenney	Date:	July 20, 2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	8/7/2020