

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:	AOC			
Department Contract Administrator or Grant Coordinator:	Gwen DeCicco			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 35255.00	Advantage CT / RQS #:	20200721000000000071	
CONTRACT	Proposed Start Date:	7/21/20	Proposed End Date:	7/21/21
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:	ProAV Systems, 275 Billerica Rd., Suite 3, Chelmsford MA 01824			
Brief Description of Goods/Services/Grant:	Virtual Courtroom			

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
X	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.
This software is used to for the virtual courtroom use (COVID19).

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PART III: SUPPLEMENTAL INFORMATION

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

ProAV integrates Zoom into specialized courtroom hardware. ProAV has conducted a number of courtrooms for the State of Maine and is very familiar with the hardware, programming and layout.

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

The pricing is comparable to other vendors for similar products.

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

The MJB will consider other vendors once they able to match ProAV on a price and performance level.

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>David Houde</i>	Date:	<i>7/21/20</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Printed Name:	<small>AEED9C7B3A8044E... Justin Franzose</small>	Date:	8/10/2020