

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: | | Office of the Attorney General | |
| Department Contract Administrator or Grant Coordinator: | | Mark Toulouse | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$44,814 | Advantage CT / RQS #: | RQS 26A 20200818*0217 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| | Original Start Date: | | Effective Date: |
| AMENDMENT | Previous End Date: | | New End Date: |
| | Project Start Date: | | Grant Start Date: |
| GRANT | Project End Date: | | Grant End Date: |
| | Vendor/Provider/Grantee Name, City, State: | Workgroup Technology Partners, 207 Larrabee Road, Westbrook Maine 04092 VC # 1000097402 | |
| Brief Description of Goods/Services/Grant: | | Backup server replacement, hardware/software maintenance for two (2) backup servers. | |

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.**

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PART III: SUPPLEMENTAL INFORMATION

The Office of the Attorney General contracts with Workgroup Technology partners for information technology/network maintenance. In the Fiscal Year 2020-2021 biennial budget, several projects have been scheduled, including the buildout of the Office's disaster recovery system. A part of this system includes hardware replacement every five (5) years, and the Office's current backup servers are due for replacement as part of this project.

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

Workgroup Technology Partners is the contractor maintaining the Office's information technology/network maintenance. They know the system and are managing the DR project.

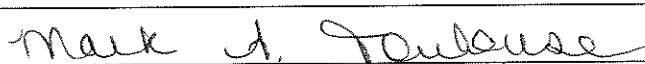

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

Wherever possible, the office solicits quotes from multiple vendors for services. In this case, in order to secure the most advantageous rate for the backup system, the Office of the Attorney General reached out to multiple vendors, and received quotes for one (1), three (3), and five (5) year license and maintenance renewals with hardware replacement. We also looked into direct hardware purchases separate from maintenance services. Overall, the three (3) year option with hardware replacement from Workgroup Technology Partners was selected as the best fit.

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

The Office of the Attorney General is currently auditing all information technology costs for the Fiscal Year 2022-2023 biennial budget. Each piece of that budget will go to the most economical vendor, which may be the Office of Information Technology, Workgroup Technology Partners, or another outside source. As items come up for renewal, quotes from multiple vendors will be solicited when possible. This process was utilized with this procurement.

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: | Mark A. Toulouse Admin Services Division Chief | Date: | 8/19/2020 |
| Signature of DAFS Procurement Official: | DocuSigned by:  | | |
| Printed Name: | AEED9C7B3A8044E... Justin Franzose | Date: | 8/19/2020 |