



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | | |
|---|----------------------|--|-----------------------|-------------------|
| Department Office/Division/Program: | | Corrections | | |
| Department Contract Administrator: | | Conner McFarland | | |
| (If applicable) Department Reference #: | | | | |
| Amount: (Contract/Amendment/Grant) | | \$ 61,099 | Advantage CT / RQS #: | 03A 20220331*2290 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: | |
| AMENDMENT | Original Start Date: | 5/8/2022 | Effective Date: | 6/1/2023 |
| | Previous End Date: | 5/31/2023 | New End Date: | 12/31/2023 |
| GRANT | Project Start Date: | | Grant Start Date: | |
| | Project End Date: | | Grant End Date: | |
| Vendor/Provider/Grantee Name, City, State: | | Snow Pond Technology Group Waterville, Maine | | |
| Brief Description of Goods/Services/Grant: | | Installation of network hardware across Department facilities in support of the Resident Education network. | | |

| PART II: JUSTIFICATION FOR VENDOR SELECTION | | | |
|--|-----------------------------------|--------------------------|----------------------------------|
| Check the box below for the justification(s) that applies to this request. (Check all that apply.) | | | |
| <input type="checkbox"/> | A. Competitive Process | <input type="checkbox"/> | G. Grant |
| <input checked="" type="checkbox"/> | B. Amendment | <input type="checkbox"/> | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | C. Single Source/Unique Vendor | <input type="checkbox"/> | I. Federal Agency Directed |
| <input type="checkbox"/> | D. Proprietary/Copyright/Patents | <input type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University Cooperative Project | <input type="checkbox"/> | L. Other Authorization |

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The initial contract delineated specific installation requirements for various sectors within the Department. The Department has since recognized additional needs to promote fair access to the residential education network across all facilities. This amendment to the contract incorporates the Leading the Way Transitional Living Center in Bangor, Maine into the roster of sites with network access. Additionally, the amendment provides for a modest expansion, incorporating several wireless access points at various facilities. Lastly, due to unforeseen delays in equipment delivery from suppliers, an extension of the project timeline is required.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The selection of the vendor for this project is based on a thoughtful consideration of their qualifications, familiarity with our specific needs, and proven track record. The vendor's intimate knowledge of our education network's infrastructure has been cultivated over several years of working as a consultant within our facilities. This experience is crucial as it ensures they can effectively navigate the unique nuances and complexities of our systems. Their understanding of our infrastructure will also likely lead to efficient project implementation, minimizing potential issues that could otherwise arise from a less informed approach. The vendor has consistently demonstrated their competence and reliability through the high-quality work they have delivered for the Department over the past years. Their performance, combined with their swift responsiveness to any issues or requests, aligns with our expectations of an efficient partner.

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

The amendment will keep current labor rates as previously negotiated.

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

Future expansion needs will be competitively considered. Nothing in this contract constitutes ongoing managed services for the resident education network.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

| | | | |
|--|--|-------|----------------------------------|
| Signature of requesting Department's Commissioner (or designee): | DocuSigned by:  FD522942914A4F8... | | |
| Typed Name: | Conner McFarland | Date: | 6/25/2023 6/5/2023 |
| Signature of DAFS Procurement Official: | DocuSigned by:  EA813178102243C... | | |
| Typed Name: | Joseph Zrioka, Director of IT Procurement | Date: | 6/5/2023 |