



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:		Secretary of State, Bureau of Motor Vehicles, Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State Chief Information Officer	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$10,126.02	Advantage CT / RQS #:	2023072600000000169
CONTRACT	Proposed Start Date:	8/23/2023	Proposed End Date: 8/22/2025
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:		Dell Marketing LP One Dell Way MS RR 1-33 Round Rock, TX 78682	
Brief Description of Goods/Services/Grant:		Two year extended server support	

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 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 Information Services Office of the Secretary of State for the State of Maine employs the use of Dell Servers to host the software on which all of the applications and databases used by the Secretary of State reside. Obtaining reliable software and hardware support and maintenance agreements for these servers is crucial to the effective operation of the Department. The 2 Production Database servers which are the subject of this Justification have relied on the initial product warranty, but now require extended support and Maintenance as the warranty is soon to expire.

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

The selected vendor of Dell is the manufacturer of the servers and have thus far provided us with excellent support when the Office of Information Services have needed it.

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

Dell affords us a State Government discount, and the prices they quote are commensurate with industry standard rates.

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

The Office of Information Services could be open in the future to a competitive bidding process for software and hardware. When Information Services did go out to bid previously there were no bids submitted.

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

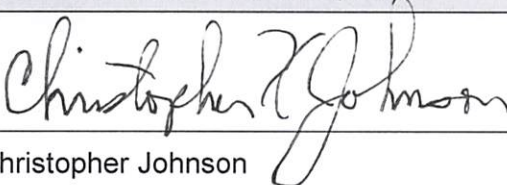
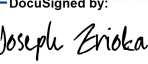
Does this request utilize ARPA/MJRP funds?

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):		
Typed Name:	Christopher Johnson	Date: 8/2/2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EAB13178102243C...</small>	
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date: 8/9/2023