

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:		State of Maine Judicial Branch (Office of Judicial Marshals)		
Department Contract Administrator or Grant Coordinator:		Michael A. Coty, State Judicial Marshal		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 98,000	Advantage CT / RQS #:	20200910*0903	
CONTRACT	Proposed Start Date:	9/1/2020	Proposed End Date:	8/31/2022
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:		Lee Baxter Enterprises DBA Cincinnati Time Recorder of Maine 79A Bradley Drive, Westbrook, ME 04092		
Brief Description of Goods/Services/Grant:		Equipment, Service and Maintenance Contract for Statewide Courthouses		

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
x	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

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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.

The Judicial Branch currently has in place a controlled card activated security system in all of its court locations. This system is a single proprietary system that is supplied by a single vendor to insure the consistent and secure areas of our courts. The current vendor was selected by competitive bid for the first project in 2003. At that time, it was determined that the need for consistency and the ability for all locations to be integrated and operated by the Judicial Branch from a single location as a cost saving measure and uncompromised security was essential. The current system is proprietary, intolerable of compromise and active in all our court locations. It provides for secure access, time and attendance management and secure identification, and is integrated with our statewide CCTV system. This contract is for equipment and maintenance that was installed or will be installed by the proprietary vendor. There are no other vendors in the state that can duplicate or integrate with this system. Therefore, the current vendor is the only vendor that can provide the current hardware and system maintenance for the systems that was installed by them.

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

Lee Baxter Enterprises is located in Westbrook, Maine and is the only provider for the secure access, time and attendance management and secure identification and is integrated with the Courts statewide CCTV systems and is the only vendor in the State of Maine that can continue to provide this service due to the current system is proprietary. A system wide change to the integrated system would be cost prohibitive.

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

The current vendor was selected by competitive bid on the first project. For more than 17 years the Judicial Branch has purchased equipment and continue to have the equipment service. Through extensive research Lee Baxter Enterprises is the only company that can provide the Judicial Branch with products that can service and maintain the existing equipment. There are no other Vendors within the state that would be able service the already installed equipment due to the current system is proprietary. No other Vendor in the State has a system equal to the security encryption provided by Lee Baxter Enterprises.

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

While a competitive bid process has not been utilized due to the proprietary equipment being provided. The Director of the Judicial Marshals routinely conducts online research to see if this equipment could be duplicate and or supplied by other Vendors

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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:	Michael A. Coty	Date:	9/9/2020
Signature of DAFS Procurement Official:	<i>William Allen</i>		
Printed Name:	William Allen	Date:	9/14/2020

NOI 0920200873 09/15/2020 - 09/21/2020