

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:		Maine Judicial Branch, Administrative Office of the Courts		
Department Contract Administrator or Grant Coordinator:		Caroline Jova		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 44,945.01	Advantage CT / RQS #:	RQS 2020091700000000332	
CONTRACT	Proposed Start Date:	09/28/2020	Proposed End Date:	N/A, equipment purchase
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:		Purchase of three Zoom Carts		

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

As the pandemic continues without a clear end date, Maine CIP believes enhancing our technology for virtual training is essential to make sure we continue to provide high quality training to child protection stakeholders. In an effort to facilitate these child protection trainings and to allow the trainings to be comprehensive, interactive, and high quality, the Maine Judicial Branch would like to purchase three zoom carts. The zoom carts offer high quality video capacity and are equipped with a digital whiteboard. With a zoom cart, the presenter can start a whiteboard session, annotate, and then invite others on desktop or mobile to view or co-annotate. The presenter can save the whiteboard image and annotations at any time by sending the image file to specified email recipients. We would like to purchase three zoom carts for our largest judicial offices/courts throughout the state: Portland, Augusta Capital Judicial, and Bangor District Court. Purchasing for these three locations will ensure the equipment is available to presenters in different parts of the state so that our child welfare training options are geographically diverse.

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

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

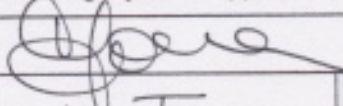
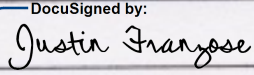
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The price 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 are 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:	Caroline Y. Tova	Date:	9/18/2020.
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	9/21/2020