

## 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 Department of Labor / Bureau of Labor Standards Workplace Safety & Health Division		
Department Contract Administrator or Grant Coordinator:		Kara Littlefield		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 86,652.51	Advantage CT / RQS #:	CT12A20200824000000000664	
CONTRACT	Proposed Start Date:	Undetermined	Proposed End Date:	12/31/2020
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:		Headlight Audio, Sean Fitzgerald, Portland, ME		
Brief Description of Goods/Services/Grant:		Audio/Visual equipment and service		

### 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
<b>X</b>	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

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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 Bureau of Labor Standards' SafetyWorks Training Institute provides occupational safety and health training to workers and businesses at no charge. The existing audio/visual equipment requires an upgrade in order to stay current with today's technological advances in education and to be able to better provide training remotely given the current pandemic environment. The federal OSHA 21 D Grant is contributing to the upgrade. This upgrade will allow SafetyWorks to provide the current technology's virtual training sessions effectively for both, in-class and remote learning.

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

Headlight Audio installed the original equipment and has since provided service on the system. Therefore, they are already familiar with the Training Institute's technological and equipment needs. This is key given that Safetyworks is working under time constraints.

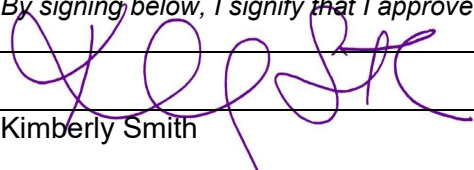
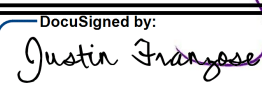
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The estimate provided by Headlight Audio was reasonable and meets SafetyWorks' needs. Headlight Audio has provided reasonable rates for past maintenance.

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

The Department is unaware of other vendors able to provide this service.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Kimberly Smith	<b>Date:</b>	8/27/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	AEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	9/25/2020