

# 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:		DAFS/MaineIT		
Department Contract Administrator or Grant Coordinator:		Kyle Pendleton		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$ 0	Advantage CT / RQS #:	N/A	
CONTRACT	Proposed Start Date:	9/1/2021	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:		ProAV, HeadLight, Connectivity Point		
Brief Description of Goods/Services/Grant:		Audio Visual Room Design, Engineering, Installation, and Support		

## 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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents	X	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.**

Under COVID-19 work restrictions, the demand for audio visual rooms and support for training and other sessions has expanded greatly. Willing and qualified vendors are needed to design, engineer, install, and support requirements.

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### PART III: SUPPLEMENTAL INFORMATION

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

The need for these products and services has a timeline outside the normal procurement process and the competitive bidding. The providers ProAV, HeadLight, and Connectivity Point were identified as willing and qualified vendors from past contracts with the state and their business locations enabling them to provide onsite surveys, support, and maintenance.


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

Negotiated rates and expenses will be determined by project through a competitive bidding process (mini-bid).

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

Each request for these services will be conducted through a mini-bid process providing details of the request and asking bidders to quote these services. Willing and Qualified vendors will be reevaluated yearly.

### 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>	Fred Brittain	<b>Date:</b>	Aug 31, 2021
<b>Signature of DAFS Procurement Official:</b>	<small>TOM HOWKER</small>		
<b>Printed Name:</b>	T. Howker IT Procurement	<b>Date:</b>	Aug 31, 2021








# PJF - Audio Visual Rooms

Final Audit Report

2021-08-31

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