

## 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:		DECD ConnectMaine Authority		
Department Contract Administrator or Grant Coordinator:		Stephenie MacLagan		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 30,000	Advantage CT / RQS #: CT 19A 20200929000000001106	
CONTRACT	Proposed Start Date:	9/14/2020	Proposed End Date:	9/14/2021
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:		Greater Portland Council of Governments, Portland, Maine		
Brief Description of Goods/Services/Grant:		Speedtests surveying and mapping		

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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
Currently, ConnectMaine relies on only E_911 address points and very general, grouped data provided by internet service providers, in order to map areas of the state with insufficient broadband service, which is a statutory mandate. The vendor will conduct a survey including speedtests at the household and business level, and will conduct mapping of reported, actual internet service speeds at these premises. The contractual services and data generated will help ConnectMaine more accurately assess unserved areas of the state to more efficaciously deploy grant funds.

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### PART III: SUPPLEMENTAL INFORMATION

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

In staffing the Maine Broadband Coalition, Greater Portland Council of Governments is in a unique position to engage other coalition members in the development and deployment of this survey, helping to ensure a high response rate. This vendor also has the GIS Professional expertise to adequately assess mapping partners and to visualize and export data generated during this survey effort. This vendor and this surveying campaign presents the unique opportunity for ConnectMaine to obtain much needed data for its programming.

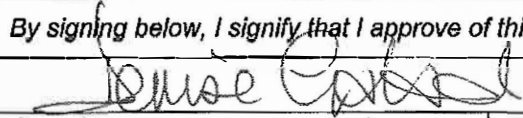
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Given the resources required to develop accurate and engaging survey instruments, given the network required to widely disseminate the survey and given the expertise required to synthesize results, the negotiated cost is reasonable; in addition, this vendor will manage the process of producing the services and good. Having reviewed processes and vendors used by benchmark states, the cost is fair.

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

These services and goods uniquely create a baseline, upon which there would be future opportunities for competition for adding or revising to the data. Use of these data should aid in more efficacious deployment of grants, driving more competitive grant applications.

### 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>	Louise Garland	<b>Date:</b>	9-14-20
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small> <i>Debbie Jacques</i>		
<b>Printed Name:</b>	<small>1DFA565D481F42E...</small> Debbie Jacques	<b>Date:</b>	9/30/2020