



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DACF/BRILUP/LUPC	
Department Contract Administrator or Grant Coordinator:		Tim Carr	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 14,500	Advantage CT / RQS #:	CT 01A-20230921*847
CONTRACT	Proposed Start Date:	10/9/2023	Proposed End Date: 10/30/2023
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:		Media Northeast	
Brief Description of Goods/Services/Grant:		Technological services and support for public hearing	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The LUPC requires a media company to provide technological services and support during multiple public hearing sessions in different locations on October 16, 17, 18, and 23, 2023, including:

- 1) audio and visual/projection within the different locations;
- 2) enabling remote testimony and cross-examination; and
- 3) livestreaming the hearing from the different locations.

This public hearing is mandated by LUPC rules and is for the Pickett Mountain Mine rezoning, a project of state-wide and substantial public interest. LUPC rules require that "To the extent practicable, hearings must be held at a location in close proximity to, or significantly affected by, the project or projects under review" (Chapter 5, Section 5.02,C,1). Most of the hearing sessions are in Millinocket, the area closest to the project site in T6 R6 WELS, that can provide the facilities to support the multi-day hearing during the necessary time-frame. In addition, on 9/14/2023, the LUPC received a request from over 50 state legislators to hold another public hearing session in the Bangor area.

Because this is a project of state-wide and substantial public interest, the LUPC will livestream the proceedings and make recordings available. This is a complex public hearing involving Commission members, staff, the applicant, two intervenor groups, and legal counsel and will involve in-person and remote testimony and cross-examination as well as questioning by the Commission. It will also involve three evening public comment sessions, including one in Bangor.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The LUPC had earlier informally requested proposals to provide technological services for the hearing sessions in Millinocket, received three proposals, and selected this vendor for the reasons provided below. Due to the late request from the legislators mentioned above, the LUPC recently added a hearing session in Bangor which has raised the cost above the allowable \$10k. There is not sufficient time to solicit additional proposals with the hearing less than a month away.

The selected vendor:

- 1) has experience livestreaming events, including those involving a hybrid or remote component in which not all event participants are physically present at the site of the event;
- 2) has experience in a legal setting providing and running the technology allowing remote testimony of witnesses, questioning of remote witnesses by those physically present, and sharing of documents, etc. with remote witnesses; and

PART III: SUPPLEMENTAL INFORMATION

3) can provide the technological redundancy to protect the livestream and the remote component from loss of service due to failure of links in the technological chain.

Of the three proposals initially received, the chosen vendor was the only one with experience in a legal setting, the ability to provide and describe methods of technological redundancy to protect the hearing process from technological failures, and who cogently answered the LUPC's questions about technological management of the hearing, in addition to being able to provide the necessary technology and staff.

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

The public hearing is taking place in Millinocket over three consecutive days and then over one evening in Bangor. The hearing includes three daytime sessions and two evening sessions in Millinocket and one evening session in Bangor. The cost includes travel, lodging, and expenses for two staff (four-five nights depending on how long one of the hearing sessions runs); six to seven full days (including travel and advanced setup and testing) and three evenings for two staff plus time needed for post-production work; complete technological support, camera operation (2 cameras), audio oversight, and livestream creation; multiple sets of equipment (daytime and evening sessions in Millinocket may be in different locations, plus backup equipment); post-production provision of digital files; and multiple pre-hearing meetings with LUPC staff, the parties involved in the hearing, and personnel at the hearing session locations.

The LUPC reduced costs by limiting the number of support staff and limiting post-production services.

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

Through internet research and phone calls, the LUPC identified six vendors currently offering suitable livestreaming services in Maine. For future needs, the LUPC will conduct additional research to find suitable services and contact the six companies already identified.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Procurement Justification Form (PJF)

Signature of requesting Department's Commissioner (or designee):	DocuSigned by: <i>Randy Charette</i> 8F3DD450C23241F...		
Typed Name:	Randy Charette	Date:	10/2/2023
Signature of DAFS Procurement Official:	DocuSigned by: <i>Nancy Tan</i> 7AA9094BA0244AB...		
Typed Name:	Nancy Tan Deputy Director of IT Procurement	Date:	10/4/2023