



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:		DAFS/MaineIT	
Department Contract Administrator or Grant Coordinator:		Peter Bouchard or Dawanna Pease	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 0.00, Based on Usage	Advantage CT / RQS #:	MA 18P 140428*168
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	10/31/2022
	Previous End Date:	New End Date:	6/30/2023
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Iron Mountain Inc. 1101 Enterprise Drive Royersford, PA 19468	
Brief Description of Goods/Services/Grant:		Off-site Electronic Media Secure Storage and Transport Services	

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
X	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

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 State of Maine uses CommVault software to backup and encrypt files, restore files, track tape production date(s), contents and location. CommVault electronic reports and file exchange used for tape deposit/pick-up and withdrawal/return.

Services are off-site computer backup tape storage in a secure, climate controlled, monitored area for data security and disaster recovery purposes. Media needs to be off-site but close to data center tape drives used for restores in Augusta. Service includes courier service (regular priority and emergency service) to pick-up and deliver tapes as required for data restoration

Three major categories of backup media

- o Daily, weekly, monthly rotation
- o Litigation hold (no additional tapes being created since Office 365/2016)
- o Oracle

The purpose of this amendment is to extend the end date.

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

Iron Mountain is currently the storage location for the remaining CommVault tapes. MaineIT is 80% into the removeable of the tapes project. It is expected, MaineIT will achieve 0 tapes offsite within the next year. Iron Mountain is the only CommVault location in Maine. OIT work processes are built around electronic data exchange with a vendor using CommVault data exchange standards and reports.

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

Annual spend is approximately \$60,000.00/year. Spend was stable but is declining. OIT approximately 72k; BMV 8k. Current monthly bill is around \$4,800 and is expected to drop month over month until the cost is reduced to zero. MaineIT has finalized rates with Iron Mountain. Rates frozen for two years. Cost/spend is declining as tape storage quantities decrease.

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

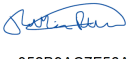
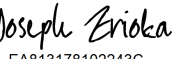
MaineIT will no longer have the requirement for offsite tape storage once all tapes have been destroyed.

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 VI

PART V: APPROVALS			
Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	DocuSigned by:  <small>052B9AC7F56A489...</small>		
Printed Name:	Frederick Brittain, Chief Information Officer	Date:	10/28/2022
Signature of DAFS Procurement Official:	DocuSigned by:  <small>EA813178102243C...</small>		
	Printed Name:	Joseph Zrioka, Director of IT Procurement	Date: