



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:		Secretary of State, Bureau of Motor Vehicles, Information Services		
Department Contract Administrator or Grant Coordinator:		Darren Henderson, Director of Infrastructure and Cyber Security		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 17,446.00	Advantage CT / RQS #:	2022103100000000609	
CONTRACT	Proposed Start Date:	12/1/2022	Proposed End Date:	11/30/2023
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:		WGTech 207 Larrabee Rd Westbrook ME 04092		
Brief Description of Goods/Services/Grant:		Warranty extension and support for Net App Storage Array Disaster Recovery FAS2620 for 1 year		

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 Office of Information Services within the Department of the Secretary of State operates an information technology Data Center that is crucial to the operation of the Maine Bureau of Motor Vehicles, the Bureau of Corporations and Elections, and the Maine State Archives. The operation of the entire information technology system is dependent upon NetApp manufactured file storage and disks for which maintenance and support are purchased through Workgroup Technology Partners. The Office of Information Services has used the NetApp hardware and software from Workgroup Technology Partners for several years. The current contract and maintenance support expires on 11/30/2022**

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

The maintenance and support of the current data base servers and storage is dependent upon NetApp technology and specially trained personnel. The Office of Information Services is fortunate that a firm, Workgroup Technology Partners is located in Maine that can provide this support. Personnel from Workgroup Technology Partners can reach the Office of Information Services in less than two hours to provide maintenance, support, repairs, and equipment. This support is available to the Office of Information Services 24 hours a day, 7 days a week, 365 days a year. An immediate response to problems with the storage controllers and disk shelves is essential because the entire Data Center is dependent upon this equipment and software. Failure of the equipment and software jeopardizes meeting the needs of all users, including businesses and Maine citizens.

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

When the Office of Information Services went out to bid initially for the storage controllers and disk shelves, no other Vendor could satisfactorily meet the needs of the Office with respect to price and maintenance support.

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

The Office of Information Services went out to competitive bid for the purchase and installation of new storage arrays. In the future, when new NetApp hardware is required, the Office of Information Services will go out to bid.



## Procurement Justification Form (PJF)

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

Does this request utilize ARPAMJRP 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.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Darren K Henderson	Date:	11/1/2022
Signature of DAFS Procurement Official:	 <small>7AA0004BA0244AB...</small>		
Typed Name:	Nancy Tan	Date:	11/4/2022