

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:		Department of Administrative and Financial Services, Bureau of General Services		
Department Contract Administrator or Grant Coordinator:		Marsha Alexander, Project Manager		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$48,946.34	Advantage CT / RQS #:	CT 20211130*0593	
CONTRACT	Proposed Start Date:	11/30/2021	Proposed End Date:	01/31/2022
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:		Pro AV Systems, (Maine Location)17 Patrick Drive Suite 1, Westbrook, Maine 04092 (Headquarters) 275 Billerica Rd. Suite 3, Chelmsford, MA 01824		
Brief Description of Goods/Services/Grant:		Procurement of commercial Audio/Video system		

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		J. Willing and Qualified
X	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.

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PART III: SUPPLEMENTAL INFORMATION

During the Covid pandemic, it had been recognized that State Office Buildings lack the ability to host a virtual meeting for State hearings and/or commissions. During this legislative session, emergency legislation was passed on June 21, 2021, PL 2021, c.290, "An Act Regarding Remote Participation in Public Proceedings". The law provides the guidance for public bodies an opportunity to participate in governmental public proceedings. In order to comply with this law, the Bureau of General Services will contract with Pro AV Systems to purchase the required audio video system, which includes the hardware and software application needed to suit the Marquardt Conference Room, #118, located at 32 Blossom Lane.

In order to meet the mandatory Covid Relief Funding expenditure deadline of 12/31/2021 and due to the delayed supply chain from the pandemic, this project is an emergency.

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

Pro AV Systems Maine branch is located in Westbrook, Maine and has been providing audio visual services for over 20 years in the New England area. Pro AV Systems helps design and engineer solutions to the specific room sizes, capabilities, and purpose. Pro AV provides the full line of service regarding audio visual systems, from consulting, to the design, installation, programing, training for the employees, and any service that maybe required on the equipment.

They are recommended by the Maine Office of Information Technology (OIT) as they just completed a virtual interactive audio video room at the Cross-State Office Building and two years ago value engineered the systems located at 109 Capitol Street.

Pro AV Systems is also familiar with the State's networking system and OIT requirements for wireless access in presentation conference rooms.

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

The project will be paid for by using the allocated Covid Relief Funds, 022/18A/0059/01.
Division of Procurement - Master Agreement #21090100000000000016.

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

Future funds utilized for A/V equipment will not be under the Federal Covid Relief Fund timeframe constraints. Also, the supply chain limitation caused by the Covid-19 pandemic will not impact the order and delivery timeframes.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

DocuSigned by:

Elaine Clark

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Printed Name:	Elaine Clark, Deputy Commissioner	Date:	12/2/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Joseph Zrioka</i> <small>EA813178102243C...</small>		
Printed Name:	Joseph Zrioka	Date:	12/3/2021