



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/OIT/IBM Services		
Department Contract Administrator or Grant Coordinator:		Ann Salverson-Seales		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$6,600.00	Advantage CT / RQS #:	RQS 18B-20211130-0601	
CONTRACT	Proposed Start Date:	2/1/2022	Proposed End Date:	1/31/2023
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:		Top Ten USA, LLC 199 Route 206 South Suite A Flanders, NJ 07836		
Brief Description of Goods/Services/Grant:		Hardware Maintenance for (8) IBM 3590-E11 tape Hardware Maintenance for (2) 3590-A60 Controllers		

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

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.

#### TAPE DRIVES

This Information Technology equipment must be maintained in good working order to maintain operations of Maine State Government.

- 1) The tape drives are used to back up the State of Maine's IBM mainframe system for Business Continuity/Disaster Recovery purposes.
- 2) The tape drives are used to read and write operational data supporting the State of Maine Office of the State Controller's Human Resources Payroll application. In the event this equipment was not operational; the State of Maine would not be able to produce a weekly payroll and pay its employees.

#### CONTROLLERS

This Information Technology equipment must be maintained in good working order for reasons which are vital to the operation of Maine State Government.

- 1) The IBM model 3590-A60 tape controllers support the attachment of IBM tape drives to the IBM Enterprise Server (mainframe), which are used to back up the State of Maine's IBM mainframe system for Business Continuity/Disaster Recovery purposes,
- 2) The tape controllers (and drives) are used to read and write operational data supporting the State of Maine Office of the State Controller's Human Resources Payroll application. In the event this equipment was not operational; the State of Maine would not be able to produce a weekly payroll and pay its employees.

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

#### TAPE DRIVES

Not applicable. The State of Maine does not maintain or repair magnetic media tape drives which attach to IBM mainframe. The State does not have the knowledge or parts to perform these services, nor does any other local, state or federal agency.

#### CONTROLLERS

Not applicable. The State of Maine does not maintain, have parts for or repair IBM model 3590-A60 Controllers which attach to IBM Enterprise Servers (mainframes). Nor does any other local, state or federal agency.

#### VENDOR

The state will be discontinuing this service in 2022. Low cost agreement plus the team must focus on moving the IBM service to the cloud versus a vendor change.

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

This agreement allows service termination before the end of the agreement term with no penalty. There is no cost increase from prior year, remains flat at \$6,600.00.

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

The Office of State Controller, DAFS Service Center Team and Office of Information Technology are planning to move the State's IBM Mainframe to Mainframe as a Service within the next 5 months including migrating all the physical magnetic

**PART III: SUPPLEMENTAL INFORMATION**

tapes to a virtual tape solution. Once all the physical tapes have been migrated to the virtual tape solution, this equipment will be removed from service.

**PART IV: VENDOR STATUS**

Is the vendor currently working?

Yes

No

**PART V: 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 VI: APPROVALS**

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

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



Printed Name:

Fred Brittain

Date:

Dec 2, 2021

Signature of DAFS Procurement  
Official:



Printed Name:

Joseph Zrioka

Date:

12/3/2021


# PJF; Top Ten Updated

Final Audit Report

2021-12-02

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