



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	
Department Contract Administrator or Grant Coordinator:		Christopher Johnson, Deputy Secretary of State	
(If applicable) Department Reference #:		n/a	
Amount: (Contract/Amendment/Grant)	\$ 291,280.00	Advantage CT / RQS #:	20231208000000000850
CONTRACT	Proposed Start Date:	12/7/2023	Proposed End Date: 6/30/2024
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:		Workgroup Technology Partners 207 Larrabee Rd Westbrook, ME 04092	
Brief Description of Goods/Services/Grant:		Computer hardware	

## 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.

We are adding capacity and newer hardware to the current backup system . The Office of Information Services (OIS) of the Secretary of State (SOS) for the State of Maine employs a Rubrik Backup Appliance to support nearly all of its data backup needs in its Primary and Disaster Recovery data centers. Replacement of these systems is normally on a 5-7 year cycle and is essential to effective operations of the Department, ensuring industry best practices are met and service remains uninterrupted.

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

The selected vendor of WorkGroup Technology Partners (WGTech) originally installed the first Rubrik Backup Appliance for SOS, OIS. WGTech has assisted in numerous support activities and projects over a span of 15+ years, and have continuously demonstrated excellent and timely service. The technicians and procurement representatives have extensive knowledge of our Data Centers and have consistently gone above and beyond when delivering solutions to this organization. Departing from Rubrik would put OIS behind an enormous training curve, drastically reducing the department's ability to recover files, folders, and user accounts. Additionally, changing backup solutions would contribute to a larger cost to be incurred by the department.

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

WGTech is a Maine company located in Westbrook. They are a Certified Rubrik Partner and are located within an hour's travel time from both of the SOS, OIS Data Centers. As a third party value-added reseller (VAR), they consistently negotiate with vendors for the best price available on behalf of SOS, OIS.

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

The SOS, OIS could be open in the future to the competitive bidding process for hardware and software.

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

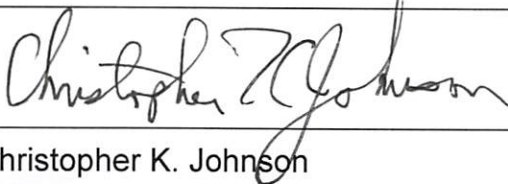
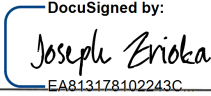
Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- 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):			
Typed Name:	Christopher K. Johnson	Date:	12/11/2023
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/21/2023