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DATE: February 4, 2010

RE: **Contracts for Special Services/Contract Information Technology (IT) Services**

A new list of pre-approved vendors has been compiled as a result of an open enrollment process. The new list of pre-approved vendors is located at URL <http://www.maine.gov/oit/>. The selected vendors can **only** participate in the categories and groups for which they submitted bids. On the listing of vendors, (X) indicates participation and (O) indicates nonparticipation. **The rates on which the contract is based must be within the minimum and maximum for each group.**

### Categories

#### Category 1

Contracts up to \$10,000:  
For small one time projects  
Quickly executed by an Agency  
Selection of Provider at Agency discretion  
Generally limited to one per Provider per calendar year

#### Category 2

Time and Materials Contracts for additional or specialized resources are limited to \$100,000 or, up to 1,000 hours per individual per year per agency with cost for all individuals under a single contract not to exceed \$100,000 in total.

Selection guidelines:  
Evaluate proposed staff from at least three of the pre-approved vendors  
Evaluation must include cost, ability, and experience

#### Category 3

Fixed Price Contracts up to \$250,000:  
Projects have clear deliverables and/or scope of work.  
Selection guidelines:  
At least three Providers provide quotes  
Agency evaluates cost, deliverables, and ability/experience.

### Contract Approval Process

#### **For all categories:**

Submit the following forms to the Division of Purchases:  
Requisition for Contract/Grant Authorization (BP37R)  
Under "Justification for Sole Source Procurement" include the following:  
"This contract is issued as a result of State of Maine Contract Information  
Technology (IT) Services RFP #102136".  
Special Request for Contract/Grant Approval  
Standard Agreement to Purchase Services (BP54-EO-IT)

#### **For Category 2:**

Submit evaluation documentation of proposed staff from at least three pre-approved vendors  
Submit justification for selection.

#### **For Category 3:**

Submit evaluation documentation of proposals from at least three pre-approved vendors  
Submit justification for selection.

**Contracts with any exception to the State's terms and conditions will not be approved.**