

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:	Education / Transportation		
Department Contract Administrator or Grant Coordinator:	Pat Hinckley		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$265,225.00	Advantage CT / RQS #:	CT-05-A-20180626*4084
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	July 1, 2018	Effective Date:
	Previous End Date:	June 30, 2021	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Ed Tech Soft, Inc., 3296 Summit Ridge Parkway, Suite 200, Duluth, GA 30096		
Brief Description of Goods/Services/Grant:	Hosting and maintenance of Transportation Operations Program used by school administrative units (SAUs). The extension also includes an upgrade to the existing bus routing module of the system and training for SAU transportation staff.		

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
X	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	X	L. Other Authorization – COVID-19

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

This one (1) year amendment to an existing contract for the hosting and maintenance of the Department Transportation Operations Program that is used by school administrative districts (SAUs) and the associated new routing module upgrade and system training are needed by many SAUs. Local transportation teams use the Program to conduct daily operations, deal with on-going changes during the pandemic and as operations change. SAUs lack funds to purchase the upgrade and software independently.

Due to routing changes associated with COVID-19, e.g., social distancing that reduces bus capacity and increases the number of bus runs, meal delivery as needed, and on-going staff shortages pre-pandemic, local transportation teams rely more than ever on this program to assure safe and timely student transportation – and many could not function without the system. It is important that the Department maintain this program for the SAUs.

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

The vendor is the current provider of this system and was initially awarded the contract under RFP# 200902638. The vendor is providing a system upgrade and online training at no additional cost to the current cost of system hosting and maintenance. During the term of its contract, the vendor has provided excellent customer service local SAUs and works collaboratively with the Department. The Department is committed to going out to RFP for these services, but due to extra workload caused by COVID-19, the Department lacks capacity to research, develop, and publish an RFP and then award/negotiate a new contract by the time the current contract expires. Additionally, introducing a new system for these services during this time would add unneeded stress into the system at this time for SAUs. The current vendor is the only provider that can maintain the current system without a disruption of services to the SAUs.

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

Price for a one (1) year extension of the system used for the Department Transportation Operations Program will be the *same as the prior year* contract price of \$265,225. That existing contract pays for maintenance support and annual license of the Program system.

The extension price includes maintenance support and annual license as well as a new upgrade to the existing bus routing module of the system and online training for SAU transportation staff. With this contract, the vendor is providing the new upgrade and online training at *no additional cost to the existing maintenance support and the annual license* – This is a *savings* of about \$450,000.

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

The Department intends to publish the RFP during December 2021 and will have a new contract in place by July 1, 2022.

PART IV: APPROVALS

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

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



Printed Name:

Dan Chuhta

Date:

6/1/2021

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Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Michelle Fournier</i> <small>066BDD06EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	6/7/2021


Certificate Of Completion

Envelope Id: 8C42DD0A20D74CA8AA729C1736134DAB	Status: Completed
Subject: Please DocuSign This Document	
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Document Pages: 39	Signatures: 2
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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Enveloped Stamping: Disabled	IP Address: 64.207.219.135
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	

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Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	 Signature Adoption: Uploaded Signature Image Using IP Address: 72.231.250.95	Sent: 6/1/2021 10:35:08 AM Viewed: 6/1/2021 10:35:24 AM Signed: 6/1/2021 10:38:09 AM Freeform Signing

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