

State of Maine Procurement Justification Form

PART I: OVERVIEW

Department Office/Division/Program:		MaineDOT OIT	
Department Contract Administrator or Grant Coordinator:		Valarie Moody CS-Kim Lawrence	
(If applicable) Department Reference #:		34231	
Amount: (Contract/Amendment/Grant)	\$ 146,986.00	Advantage CT / RQS #:	20150330000000003061
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	3/26/2015	Effective Date:
	Previous End Date:	12/31/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Informa Systems, Inc. San Antonio, TX	
Brief Description of Goods/Services/Grant:		Training Management 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
x	B. Amendment		H. State Statute/Agency Directed
	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

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.

MaineDOT is requesting approval to extend its current vendor hosted training management system contract while we wait for the procurement process for statewide agreement to be completed.

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

Our existing agreement with Informa System was awarded the contract through RFP#201410862.

MaineDOT is seeking to extend this contract to allow time for the State of Maine to procure a statewide Learning Management System. If the resulting statewide contract meets MaineDOT's needs we would utilize the statewide contract, if not MaineDOT will generate its own RFP for the service.

We are asking for a two-year extension for the following reason: The Statewide LMS RFP is still being written at this time, so we must allow 6-9 months for procurement. Implementation of a replacement to Informa will probably take 12-18 months once they are ready to implement it. There are specific contractual rules and DOT procedures around how training to Transportation Worker series positions is offered, allocated, and approved as it's closely tied to their promotional opportunities. These require an unusual configuration, usually including some customization work in the product. All Informa trainees and training records must be converted to the system in such a way that they continue to be reported/counted at a detailed level in the new system.

Unusual features include:

- A cyclical training enrollment request process that is repeated approximately three times a year:
 - The Program Administrator will develop a list of the courses to be offered through the Transportation Workers training program over the coming season – without the specific schedule/class sessions yet defined.
 - From this list, each employee's development plan is developed by the supervisor and employee.
 - The system must assure alignment with contractual rules limiting number of hours of paid training (some courses are exempt), and capture reason for enrollment.
 - Analysis by region, enrollment requests, and priorities for the cycle.
 - Lock down the enrollment requests prior to class scheduling.
 - Class scheduling, ensuring prioritization of students competing for a class-based reason (4 priorities) and seniority
- Modular courses for which students are to be enrolled for all modules as a rule, but which each segment must have attendance & completion tracked separately, and students must be able to schedule for a single segment as needed.
- In order to allow us to query who has had what course over time, we must be able to identify a logical course (with the same intent/basic content) throughout the system: various courses in the same or other training programs, modules of modular courses, various course formats, and with varying names over time.
- Two levels of supervisory approval are common for activities within the Transportation Worker training program.

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

We feel these rates are fair and reasonable because we are using the rates established in the existing 2015 agreement for the two additional years.

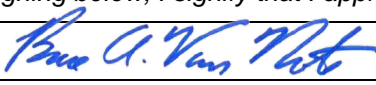
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PART III: SUPPLEMENTAL INFORMATION

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

MaineDOT will either utilize the statewide agreement or put out its own RFP.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Commissioner Bruce A. Van Note	Date:	12-23-2020
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
	<small>066BBD96EE5347E...</small>		
Printed Name:	Michelle Fournier	Date:	1/15/2021