

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:		Secretary of State, Bureau of Motor Vehicles, Motor Carrier Services		
Department Contract Administrator or Grant Coordinator:		April Goodwin, Chief of Motor Carrier Services		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 266,770.00	Advantage CT / RQS #:	2022011300000000798	
CONTRACT	Proposed Start Date:	02/01/2022	Proposed End Date:	01/31/2023
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:		Explore Information Services, LLC 2750 Bluewater Rd, Ste. 200, Egan, MN 55121		
Brief Description of Goods/Services/Grant:		Maintenance Renewal for the IRP/IFTA online processing 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
	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

PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.**

Explore Information Services, LLC provides annual maintenance for the International Fuel Tax Agreement (IFTA) and International Registration Plan (IRP) online processing systems. These systems are web browser-based, accessible from any browser without the need for application specific software, and capable of processing IFTA fuel tax returns and license applications and IRP applications and credentials via the internet. The IFTA system automatically updates Maine's Commercial Vehicle Information Exchange Window (CVIEW)

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PART III: SUPPLEMENTAL INFORMATION

and IFTA license and decal information. The IRP system exchanges/transfers required data with BMV's Vehicle Services system daily, IRP Clearing House monthly, Commercial Vehicle Information Exchange Window (CVIEW) every 15 minutes and Federal Motor Carrier Safety Administration (FMCSA) daily.

The Explore IRP/IFTA system was developed by Explore Information Services, LLC and is the only entity authorized to support and maintain this system.

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

The IRP/IFTA systems are unique to Explore Information Systems, LLC and were developed to work in conjunction with the Maine Bureau of Motor Vehicle systems and other entities requiring the information collected from motor carriers.

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



The maintenance costs for the IRP/IFTA Explore system are fair and reasonable. Maintenance costs have not increase since implementation of IRP in 2009 and IFTA in 2014. There is no increase of the annual maintenance cost from last year.

REF: CT 29B 20121210*2240 - IFTA
REF: CT 29B 20180129*2270 -IRP

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

Future opportunities to replace the current system will go through the competitive bidding process.

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:	Nikki Bachelder Director of Vehicles Services	Date:	01/18/2022
<small>DocuSigned by:</small>			
Signature of DAFS Procurement Official:			
Printed Name:	Joseph Zrioka	Date:	1/22/2022