



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

# DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

### PART I: OVERVIEW

Department Office/Division/Program:		Transportation/Project Development	
Department Contract Administrator or Grant Coordinator:		Jennifer Chisum CS- Kim Lawrence	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 254,640.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date: 4/1/2024	Proposed End Date:	3/31/2029
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:		INFO TECH, INC., d/b/a INFOTECH, Gainesville, Florida	
Brief Description of Goods/Services/Grant:		Electronic File Cabinet SaaS	

### 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.

**PART III: SUPPLEMENTAL INFORMATION**

Info Tech is the owner and sole provider of the Doc Express® Service; [https://www.infotechinc.com/doc\\_express](https://www.infotechinc.com/doc_express). The Doc Express service is a paperless contracting system that creates a secure, digital filing cabinet for the documents exchanged during a construction project. Info Tech's Doc Express service is a portable and scalable application that provides a secure way to manage an electronic document workflow with electronic and digital signing which includes both internal agency staff and all of its partners, in the office and in the field. This provides a one stop shop for the central office user and all its partners with the same user interface for all documents from contract execution to construction.

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

This is the only application available that is:

- Integrated with the AASHTOWare Project software which is used by the Department for the management of all its capital projects.
- Interfaces with the Bid Express Service which is the Department's sealed construction bidding. Doc Express is an extension of the functionality in Bid Express as it provides contract signing functionality after the agency makes the award from Bid Express.

Inclusion of electronic and digital signatures - Doc Express also provides various electronic and digital signature options not available in other services.

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

All prospective end users are offered the same prices per Infotech.

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

MaineIT has a participant in the AASHTO Data Integration Project workgroup which is developing a standard API framework for all AASHTOWare products to allow interested 3rd party vendors and states to integrate with AASHTOWare systems.

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



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

Procurement Justification Form (PJF)

The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	William A. Pulver, Chief Operating Officer	Date:	11-6-2023
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"><small>DocuSigned by:</small>  <small>EA813178102243C...</small></div>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	12/26/2023