



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles, Information Services		
Department Contract Administrator or Grant Coordinator:		Catherine Curtis, Deputy Secretary of State BMV Secretary of State		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$ 29,069.36	Advantage CT / RQS #:	20220622000000003469
CONTRACT	Proposed Start Date:	Click or tap to enter a date.	Proposed End Date:	Click or tap to enter a date.
AMENDMENT	Original Start Date:	5/1/2022	Effective Date:	Click or tap to enter a date.
	Previous End Date:	4/30/2025	New End Date:	No change
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Intellectual Technology, Inc. 2980E. Coliseum Blvd. Fort Wayne, IN 46805		
Brief Description of Goods/Services/Grant:		Upgrades/additions in translation to enhance the Knowledge Testing and Road Skills-Testing Systems, including software licenses and maintenance		

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 checked="" 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.

Maine's growing culturally diverse population creates the need to critically evaluate language access services for Bureau of Motor Vehicle (BMV) customers. The BMV purchased electronic testing software from Solutions Thru Software Inc. to support Maine's written and road skills testing processes. The custom designed software for Maine has been positively embraced by customers and enhanced the user experience. In addition, the electronic test option has enhanced test validity and security. Expanding the software, now seven years old, with additional language options further enhances BMV's goal to provide optimum customer service delivery and maintain highway safety. Therefore, it is critical to the Bureau to continue using its' customized software, by broadening language access to meet increased customer diversity.

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

This vendor was originally selected during the RFP process, RFP 201205314, and awarded the previous contract, CT 29B 20121217000000002330. This product is still being utilized under the current contract CT 29B 20220622000000003469.

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

A quote was provided by the vendor for the updates and enhancements required by the Bureau. Since this program is already being utilized and only requires updates and enhancements it was determined the cost would be far less than starting over with a new vendor and system. The original cost of this system was \$793,577 in 2012.

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

When the current system is no longer viable and needs to be replaced, the Bureau will go out to RFP or at the end of the contract as needed. The Bureau will follow all Procurement rules and policies.

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

Does this request utilize ARPA/MJRP funds?

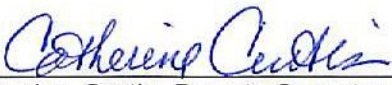
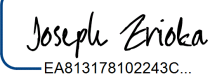
Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Catherine Curtis, Deputy Secretary of State State BMV Secretary of State	Date:	1/25/24
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	1/25/2024

Certificate Of Completion

Envelope Id: F4942226F43745D4BAAB23FC4ED3B21B	Status: Completed
Subject: Complete with DocuSign: PJF Amendment ITI 2022-3469 signed.pdf ITP-242765	
Source Envelope:	
Document Pages: 3	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 76.28.45.11

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Status: Original 1/25/2024 4:18:59 PM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
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Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: DocuSign

Signer Events

Joseph Zrioka
joseph.a.zrioka@maine.gov
Director of IT Procurement
State of Maine - Office of Information Technology
Security Level: Email, Account Authentication (None)

Signature

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Michelle Fournier
Michelle.Fournier@maine.gov
Procurement Planning Manager
State of Maine - Division of Procurement Services
Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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ITPROC
itprocurement@maine.gov
Security Level: Email, Account Authentication (None)

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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent	Hashed/Encrypted	1/25/2024 4:22:23 PM
Certified Delivered	Security Checked	1/25/2024 4:22:32 PM
Signing Complete	Security Checked	1/25/2024 4:22:41 PM
Completed	Security Checked	1/25/2024 4:22:43 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Carahsoft OBO Maine Office of Information Technology:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: kendra.l.coates@maine.gov

To advise Carahsoft OBO Maine Office of Information Technology of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at kendra.l.coates@maine.gov and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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To request paper copies from Carahsoft OBO Maine Office of Information Technology

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Carahsoft OBO Maine Office of Information Technology

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to kendra.l.coates@maine.gov and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

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- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Carahsoft OBO Maine Office of Information Technology as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Carahsoft OBO Maine Office of Information Technology during the course of your relationship with Carahsoft OBO Maine Office of Information Technology.