

## 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	
Department Contract Administrator or Grant Coordinator:		Linda Grant, Director of License Services	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 175,667.00	Advantage CT / RQS #:	20171221000000002017
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	02/01/2021
	Previous End Date:	New End Date:	01/31/2024
GRANT	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		American Association of Motor Vehicle Administrators 4401 Wilson Blvd, Suite 700, Arlington, VA 22203	
Brief Description of Goods/Services/Grant:		AAMVA Technology and Program Services Fees – driver license inquiries	

### 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>X</b>	B. Amendment		H. State Statute/Agency Directed
<b>X</b>	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.**

This contract amendment will allow for the continuation of network and subscription services currently being received from AAMVA. Network services received from AAMVA are necessary for the verification and issuance of driver license credential.

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### PART III: SUPPLEMENTAL INFORMATION

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

These services are unique to this specific vendor, American Association of Motor Vehicle Administrators (AAMVA). There are no other vendors that provide this service.

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

The cost is calculated based on a population proxy derived from the U.S. Census Bureau. A change in proxy could result in a net increase or decrease in the amount charged an individual state, dependent upon each jurisdiction's percentage of the total U.S. population.

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

If in the future, this service is provided by another vendor, an RFP would be initiated.

### PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	David Lachance Director of Administrative Services	<b>Date:</b>	1-21-2021
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i>		
	066BBD06EE6347F...		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	2/1/2021