

State of Maine Procurement Justification Form

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 #:		TBD		
Amount: (Contract/Amendment/Grant)	\$ 200,000.00 (May Vary)	Advantage CT / RQS #:	TBD	
CONTRACT	Proposed Start Date:	April 1, 2021 (May Vary)	Proposed End Date:	March 31, 2023(May Vary)
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, Gainesville, Florida		
Brief Description of Goods/Services/Grant:		Electronic File Cabinet with Digital Signature capabilities		

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:

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

Info Tech is the owner and sole provider of the Doc Express® Service; 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.

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PART III: SUPPLEMENTAL INFORMATION

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

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.

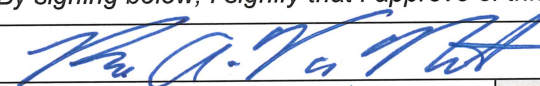
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

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: 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:	2/11/21
	<small>DocuSigned by:</small>		
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
	<small>066BDD96EE5347F...</small>		
Printed Name:	Michelle Fournier	Date:	2/11/2021