

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, Driver License Services	
Department Contract Administrator or Grant Coordinator:		Linda Grant, Director	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 62,250.00	Advantage CT / RQS #:	20200325000000001087
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	05/01/2016	Effective Date:
	Previous End Date:	04/30/2020	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Solutions Thru Software Inc. USD 1901 Camino Vida Roble, Suite 204, Carlsbad, CA 92008	
Brief Description of Goods/Services/Grant:		Software licenses and annual software maintenance for Knowledge Testing System and Road Skills Testing 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:

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

The Maine Bureau of Motor Vehicles purchased software from Solutions Thru Software who developed and highly customized the solution to support Maine's written and road skills testing processes. This software is still being utilized and must be maintained for optimal performance. Therefore, the licenses and annual software maintenance must be renewed.

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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 vendor was selected during the RFP process, RFP# 201205314.

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

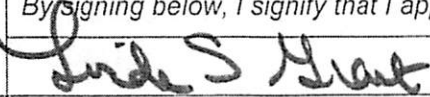

The rate is consistent with the negotiated cost accepted in the original contract, CT 29B 20121217000000002330 and has not increased.

Last renewal: BPO 29B 20190320000000000802

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

A new RFP will be issued in the fall of 2020 when the equipment and software is due for replacement.

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:	Linda S. Grant, Director	Date:	2/13/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	3/26/2020