

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, Division of Driver License Services			
Department Contract Administrator or Grant Coordinator:		Linda S. Grant, Director			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 62,250.00	Advantage CT / RQS #:	20210316000000000839		
CONTRACT	Proposed Start Date:	5/1/2021	Proposed End Date:	04/30/2022	
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:		Solutions Thru Software Inc. USD 1901 Camino Vida Roble, Suite 204, Carlsbad, CA 92008			
Brief Description of Goods/Services/Grant:		Upgrades and/or enhancements to the Knowledge Testing and Road Skills Testing Systems, including software licenses and maintenance.			

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 Inc. who developed and highly customized the solution to support Maine's written and road skills testing processes. The software is still being utilized and continues to perform as expected. The software is now seven years old and will require upgrades and enhancements to remain in peak performance. The Bureau would prefer to continue using this customized software.

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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, and awarded the contract, CT 29B 20121217000000002330. This product is still being utilized.

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.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>Linda S. Grant</i>		
	<i>By signing below, I signify that I approve of this procurement request.</i>		
Printed Name:	Linda S. Grant Director Driver License Services	Date:	3/16/2021
Signature of DAFS Procurement Official:	DocuSigned by: <i>Justin Franzose</i>		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	3/30/2021