



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, Vehicle Services	
Department Contract Administrator or Grant Coordinator:		Nikki Bachelder, Director of Vehicle Services, Secretary of State	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$266,770	Advantage CT / RQS #: 20240313000000001342
CONTRACT	Proposed Start Date:	2/1/2024	Proposed End Date: 1/31/2025
AMENDMENT	Original Start Date:	Click or tap to enter a 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:		Explore Information Services 2750 Blue Water Road, Suite 200 Eagan, MN 55121	
Brief Description of Goods/Services/Grant:		Maintenance Renewal for the IRP/IFTA online processing system	

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 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.

Explore Information Services, LLC provides annual maintenance for the International Fuel Tax Agreement (IFTA) and the International Registration Plan (IRP) online processing systems. These systems are web browser based, accessible from any browser without the need for application specific software and are capable of processing IFTA fuel tax returns and license applications and IRP applications and credentials via the internet. The IFTA system automatically updates Maine's Commercial Vehicle Information Exchange Window (CVIEW) and IFTA license and decal information. The IRP system exchanges/transfers required data with BMV's Vehicle Services system daily. IRP Clearing House monthly, Commercial Vehicle Informational Exchange Window (CVIEW) every 15 minutes and the Federal Motor Carrier Safety Administrations (FMCSA) Daily.

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

The IRP/IFTA systems are unique to Explore Information Systems, LLC and were developed to work in conjunction with the Maine Bureau of Motor Vehicles systems and other entities requiring the information from motor carriers.

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

The maintenance costs for the IRP/IFTA Explore system are fair and reasonable. Maintenance costs have not increased since implementation of IRP in 2009 and IFTA in 2014. There is no increase of the annual maintenance cost from the prior year.

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

Future opportunities to replace the IRP/IFTA system will go through the competitive bidding process as needed.

### 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.


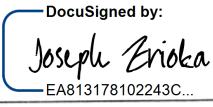
### PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

- Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	David Lachance	Date:	3-15-24
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/26/2024