



**Request for Signature**

**Date:** 12/20/2024

**Return to:** Robert Dwyer

**Signature Needed by:** Jennifer Chisum

**Email:**  
Robert.Dwyer@Maine.Gov

- Commissioner – Bruce A. Van Note
- Deputy Commissioner – Dale Doughty
- Chief Engineer – Joyce Taylor
- Chief Operating Officer – William Pulver
- Governor Mills

**Type of Document:**

Procurement Justification Form

**Explanation of Request:**

This extends the current contract with Bentley for proprietary services

**Requesting Bureau:**

Transportation – Project Development

**Requester's Comments:**

**Requester's Signature:**

*Todd Pelletier, Director, Project Development*

**Date:** 1/9/2025



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

<b>PART I: OVERVIEW</b>			
Department Office/Division/Program:		Transportation – Project Development	
Department Contract Administrator or Grant Coordinator:		Jennifer Chisum	
(If applicable) Department Reference #:		42311	
Amount: (Contract/Amendment/Grant)	\$ 56,558.70	Advantage CT / RQS #:	2020112500000001632
<b>CONTRACT</b>	Proposed Start Date:	Proposed End Date:	
<b>AMENDMENT</b>	Original Start Date:	Effective Date:	12/1/2024
	Previous End Date:	New End Date:	5/31/2025
<b>GRANT</b>	Project Start Date:	Grant Start Date:	
	Project End Date:	Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Bentley Systems Inc, Exton PA	
Brief Description of Goods/Services/Grant:		Bentley Assetwise SaaS used by MaineDOT for bridge inspection management	

<b>PART II: JUSTIFICATION FOR VENDOR SELECTION</b>			
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 checked="" 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.

<b>PART III: SUPPLEMENTAL INFORMATION</b>	
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>	<p>This contract is for the Bentley Assetwise Software as a Service (SaaS). This is used by the Department for tracking and reporting on bridge condition and inspections, as such it is critical to public safety as well as Federal regulatory compliance.</p> <p>The Department received permission from Purchases and SPRC to negotiate one sole-source contract for all services it currently contracts with Bentley (this Enterprise License, Assetwise for Bridge Inspections, and the EXOR/ALIM Location Reference System). The contract was initially extended 6 months to allow Bentley time to negotiate the details of its decision to require all EXOR/ALIM users to upgrade to a new AWLAM system within 2025 with some free Bentley assistance. In August, Bentley’s lead lawyer was replaced, and they required a rework of existing work to date. They completed Rider C in November, but still have to complete the wording for the Rider A. We added 6 more months to allow time to complete negotiation and reviews of the initial Single Contract which will replace this contract. They are confident that the new contract negotiations will be completed before the end of this extension.</p>
<b>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</b>	<p>This extends the current sole source contract with Bentley for proprietary services.</p>
<b>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</b>	<p>Price increase is 6%. This is reasonable as it is the first price increase since 2022.</p>
<b>4. Describe the plan for future competition for the goods or services.</b>	<p>The Department anticipates going to competitive bid when the contract currently under negotiation ends its initial and renewal periods, and monitors the marketplace for new developments.</p>

**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


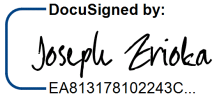
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	William Pulver, Chief Operating Officer	Date:	1-15-2025
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	1/28/2025

### Certificate Of Completion

Envelope Id: B515B5F2-A62A-48E9-89D3-3A1F1E81E24E	Status: Completed
Subject: Complete with Docusign: ITP-244240 Bently Assetwise PJF.pdf	
Source Envelope:	
Document Pages: 4	Signatures: 1
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Joseph Zrioka
Time Zone: (UTC-05:00) Eastern Time (US & Canada)	joseph.a.zrioka@maine.gov
	IP Address: 64.135.140.27

### Record Tracking

Status: Original 1/28/2025 11:30:30 AM	Holder: Joseph Zrioka joseph.a.zrioka@maine.gov	Location: DocuSign
Security Appliance Status: Connected	Pool: StateLocal	
Storage Appliance Status: Connected	Pool: State of Maine - Office of Information Technology	Location: DocuSign

### Signer Events

Joseph Zrioka  
joseph.a.zrioka@maine.gov  
Director of IT Procurement  
State of Maine - Office of Information Technology  
Security Level: Email, Account Authentication (None)

### Signature

DocuSigned by:  
  
EA813178102243C...  
Signature Adoption: Pre-selected Style  
Using IP Address: 64.135.140.27

### Timestamp

Sent: 1/28/2025 11:37:07 AM  
Viewed: 1/28/2025 11:37:16 AM  
Signed: 1/28/2025 11:37:25 AM

**Electronic Record and Signature Disclosure:**  
Not Offered via DocuSign

### In Person Signer Events

### Signature

### Timestamp

### Editor Delivery Events

### Status

### Timestamp

### Agent Delivery Events

### Status

### Timestamp

### Intermediary Delivery Events

### Status

### Timestamp

### Certified Delivery Events

### Status

### Timestamp

### Carbon Copy Events

### Status

### Timestamp

Robert Dwyer  
robert.dwyer@maine.gov  
Contract Grant Specialist  
MaineDOT  
Security Level: Email, Account Authentication (None)  
**Electronic Record and Signature Disclosure:**  
Accepted: 5/8/2024 10:43:39 AM  
ID: ddbbe7903-258f-4286-a3aa-3d25a2cc241b

**COPIED**

Sent: 1/28/2025 11:37:26 AM

IT Procurement Team email  
ITProcurement@maine.gov  
Security Level: Email, Account Authentication (None)

**COPIED**

Sent: 1/28/2025 11:37:26 AM

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Not Offered via DocuSign

Carbon Copy Events	Status	Timestamp
Jennifer Chisum Jennifer.Chisum@maine.gov Team Lead, IT Planning at MaineDOT State of Maine Security Level: Email, Account Authentication (None)	COPIED	Sent: 1/28/2025 11:37:27 AM
<b>Electronic Record and Signature Disclosure:</b> Accepted: 1/22/2025 10:36:24 AM ID: 11341219-c986-4399-8bb8-6608fad5c400		

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	1/28/2025 11:37:08 AM
Certified Delivered	Security Checked	1/28/2025 11:37:16 AM
Signing Complete	Security Checked	1/28/2025 11:37:25 AM
Completed	Security Checked	1/28/2025 11:37:27 AM

Payment Events	Status	Timestamps
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**Electronic Record and Signature Disclosure**

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- ii. send us an email to [kendra.l.coates@maine.gov](mailto:kendra.l.coates@maine.gov) and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

### **Required hardware and software**

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

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To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

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