

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, Information Services		
Department Contract Administrator or Grant Coordinator:		Darren Henderson- Director of Infrastructure and Cyber Security		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 7194.15	Advantage CT / RQS #:	20210401000000000916
CONTRACT	Proposed Start Date:	04/26/2021	Proposed End Date:	04/25/2024
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:		BMC Software Inc 2101 City West Blvd Houston TX 77042		
Brief Description of Goods/Services/Grant:		Renewal of Track-It Software		

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:

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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.

The Office of Information Services has used Track-It software for several years to assign information technology projects to developers and other information technology specialists. This software is essential to the operations of the Office of Information Services. This software tracks all the assignments and the time of each assignment come ins from user to the BMV Helpdesk, which assigns the requests to the appropriate personnel.

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

This software is proprietary and is not available from other agencies of state government or local government.


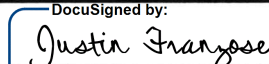
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The software renewal covers three years of cost that is only 8.5% more than the previous 3-year renewal which was in 2018.

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

This vendor is meeting all the requirements currently. If there is a need in the future for change the Office of Information will go out to bid.

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:	Darren Henderson	Date:	4/11/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	Justin Franzose	Date:	4/5/2021