



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:		Education / Transportation	
Department Contract Administrator or Grant Coordinator:		Pat Hinckley	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 278,486.00	Advantage CT #:	20180626*4084
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2018	Effective Date:
	Previous End Date:	6/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Ed Tech Soft, Inc., 3296 Summit Ridge Parkway, Suite 200, Duluth, GA 30096	
Brief Description of Goods/Services/Grant:		Hosting and maintenance of Transportation Operations Program used by school administrative units (SAUs). The extension also includes an upgrade to the existing bus routing module of the system and training for SAU transportation staff.	

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 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.

### 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.

Under Maine Department of Education Statute, [20-A M.R.S. § 5401\(12\)](#), district level transportation services are to “be accomplished in the most economical manner consistent with the welfare and safety of students.”

Maine DOE provides free school bus routing and transportation management system software through the School Transportation Operations Program. The purpose of the Program is to provide a resource for school administrative units to conserve the comfort, safety, and welfare of students conveyed by optimizing local transportation operations.

[Code of Maine Regulations \(05-071 CMR Chap. 83\)](#) School Transportation Operations Program regulations establish criteria for determining eligibility for, and procedures for access to, the School Transportation Operations Program software which is referred to as school bus routing and transportation management system software and training.

This one (1) year amendment to an existing contract for the hosting and maintenance of the Department Transportation Operations Program that is used by school administrative districts (SAUs) and the associated new routing module upgrade and system training are needed by many SAUs. Local transportation teams use the program to conduct daily operations. SAUs lack funds to purchase the upgrade and software independently. local transportation teams rely on this program to assure safe and timely student transportation – and many could not function without the system. It is important that the Department maintain this program for the SAUs until a new contract(s) can be crafted.

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

The vendor is the current provider of this system and was initially awarded the contract under RFP# 200902638. The vendor is providing a system upgrade and online training at no additional cost to the current cost of system hosting and maintenance. During the term of its contract, the vendor has provided excellent customer service local SAUs and works collaboratively with the Department.

The Department is working on an RFP for these services that will be coming out shortly. Originally, the Department had planned on having one award based on this RFP, but based on additional research, it was decided that multiple vendors is the preferred path forward. This change altered the timeline needed as we now needed to include time for SAUs to select a vendor and to account for it in their budget. This means that we would need to have information out to schools about the vendors by December to select a vendor for the next school year. We need the full year with the current vendor as it would be disruptive and potentially dangerous to switch transportation systems in the middle of the year. The current vendor is the only provider that can maintain the current system without a disruption of services to the SAUs.

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

**PART III: SUPPLEMENTAL INFORMATION**

Price for a one (1) year extension of the system used for the Department Transportation Operations Program will be \$278,486. That current existing contract pays for maintenance support and annual license of the Program system. The extension price includes maintenance support and annual license as well as the newest upgrade to the existing bus routing module of the system and online training for SAU transportation staff. With this contract, the vendor will continue to provide the latest upgrade and online training at no additional cost to the current/existing maintenance support and the annual license.

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

The Department intends to publish the RFP this spring and will have new contracts in place for the next school year.

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



Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

**PART V: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Daniel A. Chuhta	Date:	3/25/2022
Signature of DAFS Procurement Official:	 <small>DocuSigned by: EA813178102243C...</small>		
Typed Name:	Joseph Zrioka	Date:	4/4/2022


**Certificate Of Completion**

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AutoNav: Enabled	Envelope Originator: Daniel A. Chuhta Daniel.Chuhta@maine.gov
Envelope Stamping: Disabled	IP Address: 64.207.219.9
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Signature	Timestamp
Daniel A. Chuhta Daniel.Chuhta@maine.gov Deputy Commissioner Maine Department of Education Security Level: Email, Account Authentication (None)	Sent: 3/25/2022 12:49:34 PM Viewed: 3/25/2022 12:49:46 PM Signed: 3/25/2022 12:51:19 PM Freeform Signing
	
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