



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, Information Services	
Department Contract Administrator or Grant Coordinator:		Christopher Johnson	
(If applicable) Department Reference #:		BMV Modernization Project	
Amount: (Contract/Amendment/Grant)	\$ 7,488.00	Advantage CT / RQS #:	20220419000000001211
CONTRACT	Proposed Start Date:	4/13/2022	Proposed End Date: 4/12/2023
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:		SHI International Corp. 290 Davidson Avenue Somerset, NJ 08873	
Brief Description of Goods/Services/Grant:		Smartsheet Licenses	

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 checked="" 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.

The Bureau of Motor Vehicles's multi-year modernization project will require managing a large complex set of projects and 70% more staff (contractors and employees) all working on the project and meeting existing operational application support needs without an increase in supervisory staff. The Smartsheet product with Resource Management will be invaluable to coordinate all projects and resources, to visualize, see hotspots, update, communicate, and adapt schedule and assigned resources to ensure success in this undertaking.

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

This vendor was selected because they currently have a master agreement with the State of Maine and provide this product. Because the current master agreement has an end date of 02/28/2023, Procurement Services felt it should go through the requisition process.

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 SHI under the terms of the master agreement.

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

The competitive bid process will be used in the future to secure goods or services.

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

Does this request utilize ARPA/MJRP funds?

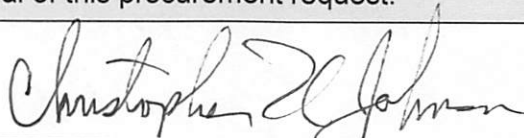
Yes – If Yes, please attach the approved Business Case(s).

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:

Christopher K. Johnson, CIO

Date:

4/20/2022

Signature of DAFS
Procurement Official:

Joseph Zrioka

Typed Name:

Joseph Zrioka

Date:

4/26/2022