



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 \$10,000 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.

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 #:				
Agency Department Code:		Advantage CT / RQS #:	29B 20260304000000001376	
Amount: (Contract/Amendment/Grant)		\$ 266,770.00		
CONTRACT	Proposed/Original Start Date:	2/1/2026	Proposed/Most Recent End Date:	1/31/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
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. Higher Education 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.	<p>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.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.	<p>Vendor Explore Information Services provides a customized online system for both programs, IFTA/IRP. Maine motor carriers use only one login to process their paperwork for both programs to remain in compliance with Maine and Federal rules and regulations to be able to run their operations outside of the State of Maine. Maine IFTA/IRP employees access that same system to assist Maine motor carriers.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>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.</p>
4. Describe the plan for future competition for the goods or services.	<p>The current IFTA/IRP system was upgraded in July of 2025, a year and a half ago. BMV will continue using the system provided by vendor Explore Information Services for the foreseeable future. BMV will also evaluate potential upgrades and alternative solutions.</p>

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) or (026) – 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


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’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:	Bruno Inacio	Date:	3/23/26

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

****OSPS Section Only****

Signature of DAFS Procurement Official:	Signed by:  <small>E2CD3BD47EBC4FB...</small>		
Typed Name:	Marcello Genovese	Date:	4/9/2026