

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:		RIO (Results and Information Office)			
Department Contract Administrator or Grant Coordinator:		Michael Drolet			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 297,235.63	Advantage CT / RQS #:		RQS 17A20210414000000000972
CONTRACT	Proposed Start Date:	7/1/2021	Proposed End Date:	6/30/2022	
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:		OpenText Chicago, Illinois			
Brief Description of Goods/Services/Grant:		Annual Support and Upgrade renewal of eDOCS DM (1800 TEDOCS User and Imaging Client licenses).			

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:

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

MaineDOT purchased licenses our DM systems from Hummingbird, which has since been bought out by OpenText years ago and has invested heavily in this system as its basic IT systems infrastructure. This system supports multiple critical business processes at MaineDOT. The annual bill renews DOT's access to customer support services, software upgrades and patches, and documentation.

MaineDOT's document management system, TEDOCS, is built upon the OpenText eDOCS program. This

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PART III: SUPPLEMENTAL INFORMATION

program houses the department's repository of electronic records and is a critical component of many of the department's workflows. Nearly every system with a workflow supporting validation against documents is integrated to TEDOCS to allow the document to be rapidly located and displayed.

To name a few:

- All invoices are stored in TEDOCS: the bill payment workflow includes preaudits against the TEDOCS document and will not proceed until that invoice is available. Through agreement with Archives, these TEDOCS records have been the archival records for invoices for over 15 years.
- Permit applications and issued permits, with the permit approval and monitoring systems integrated to TEDOCS
- All contracts and legal agreements, with our contract management and project management systems integrated to TEDOCS
- Our Dashboard reporting tool now calls to TEDOCS
- Our ProjEx project management tool is integrated into TEDOCS
- Risk Management report and the safety review process are integrated with TEDOCS
- We are currently working on integrating our Audit process into TEDOCS
- We are currently working on integrating our Human Resource employee files all into TEDOCS
- We have redefined our Records with Archives and initiated creation of automated records management processes completely within TEDOCS
- All certifications on various motorized vehicles for our maintenance and operations crew are contained in TEDOCS
- All of our Official Business Direction Signs (OBDS) are linked through TEDOCS
- All MaineDOT FOAA requests begin (and many times end) with TEDOCS

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

This system is a proprietary system owned by OpenText. Only OpenText provides the customer support and maintains the application.

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

Calculating out the % increase for our OpenText product (eDOCS) shows a +4.29% increase over the last years (2020) renewal. We also added a 6 hour anytime support to assist our App Dev folks with afterhours upgrades.

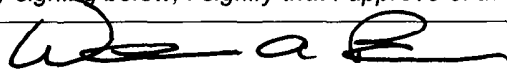
When compared to the % increases of other comparable COTS products of 4%-5% increase over last year the OpenText licensing rates are more than fair and reasonable.

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

Through an RFP process a few years ago, Enterprise OIT stated that Fortis was not scaling to meet the state's growing Document and Records management needs. An effort to migrate from Fortis led to the state choosing the OpenText ECM product (of which eDOCS is on component), but that process has fallen through with no resolution to my knowledge. While MaineDOT's implementation (TEDOCS) is highly customized for MaineDOT's use and integrated with many of MaineDOT's business workflows, if we can get eDOCS out of containment, there is a possibility of other state agencies using eDOCS in a similar manner which could allow for reduced costs through negotiating additional eDOCS implementations for other state agencies that have a need not being filled by Fortis.

PART IV: APPROVALS

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Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Bruce Van Note <i>(G.O.O.) William Pulver for Commissioner</i>	Date:	<i>4-9-2021</i>
Signature of DAFS Procurement Official:	<i>Michelle Fournier</i>		
Printed Name:	Michelle Fournier	Date:	5/18/2021