



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:		Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Cathie Curtis, Deputy Secretary of State	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11,000.00	Advantage CT / RQS #:	20240417000000001493
CONTRACT	Proposed Start Date:	1/1/2024	Proposed End Date: 12/31/2024
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:		R L Polk PO Box 847193 Dallas, TX 75284-7193	
Brief Description of Goods/Services/Grant:		Computer based information validation	

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. 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 has purchased vehicle identification information for decades from HIS Market-R.L. Polk (formally RL Polk). R.L. Polk is the largest of the vehicle identification firms and the one with the most experience. R.L. Polk also has the most complete database regarding vehicle information and vehicle identification number analysis.

The Maine Bureau of Motor Vehicles (BMV) uses R.L. Polk data to verify vehicle identification numbers (VIN) for vehicles titled for Maine residents and businesses. When applications for titles are filed, R.L. Polk data is crucial. The cost to change to a new vendor could be substantial and the data would not be as comprehensive.

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

The R.L. Polk database is unique. It provides the most comprehensive data available. It enables BMV to undertake its responsibilities more efficiently. Additionally, the Bureau of Motor Vehicles uses unique interfaces between the Polk data and the BMV applications. If another product was used to provide this data, the Office of Information Services would need to redesign the interfaces to provide the correct data in the correct format to the applications used throughout the BMV.

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

The 2024 renewal price is reasonable for the level of service provided.

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

The Maine Bureau of Motor Vehicles will continue to research the marketplace for different vendors who are able to supply this critical VIN checking function as well as the associated vehicle data. If a different vendor can supply all the data that BMV requires in a more cost-effective way, a change could be made.

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) – If Yes, please be aware of the requirements from awarding federal agencies.


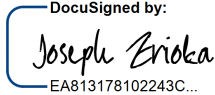
No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

 Yes, the requesting Department understands and acknowledges MRS Title 5, §18-A, 2.**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	David Lachance	Date:	4-18-24
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	4/30/2024