



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:		RIO (Results and Information Office)	
Department Contract Administrator or Grant Coordinator:		Michael Drolet	
(If applicable) Department Reference #:		RC721786	
Amount: (Contract/Amendment/Grant)	\$ 357,755.40	Advantage CT / RQS #:	RQS 17A 2024050300000001577
CONTRACT	Proposed Start Date:	7/1/2024	Proposed End Date: 6/30/2025
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			
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.

MaineDOT's document management system, TEDOCS, is built upon the OpenText eDOCS DM software. This is a proprietary system for which the Department purchased licenses by competitive bid in 2001. This system houses the department's repository of electronic records and is a critical component of many of the department's workflows. The Department's records management plan was redesigned years ago to be managed in conjunction with TEDOCS. The annual bill renews DOT's access to customer support services, software upgrades and patches, and documentation. Nearly every DOT IT system with a workflow supporting validation against documents is integrated to TEDOCS to allow related documents to be rapidly located and displayed.

To name a few of the critical work areas implemented:

- Invoice payment
- Contract/legal agreement management
- Public permitting
- Risk management/ safety reviews
- Driver / equipment certifications
- Records management

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

eDOCS DM is owned by OpenText. Only OpenText provides 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 grantee.

Calculating out the % increase for our OpenText product (eDOCS) shows a +7.5% increase over the last year's (2022) renewal.

We have seen higher than usual increases in annual IT vendor costs across the board over the past year, 7.5 increase is on the low side. And the 4-year average is about 6%.

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

The Department is in regular communication with the OIT Document Management team to identify and leverage any opportunity for competition or cost savings that arises. 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 no implementation was completed to my knowledge.

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:	William Pulver, C.O.O.	Date:	4-29-2024
Signature of DAFS Procurement Official:			
Typed Name:		Date:	