



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 \$5,000 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:		Department of Transportation/Ferry Services.		
Department Contract Administrator or Grant Coordinator:		Smriti Kattel Dahal		
(If applicable) Department Reference #:		Click or tap here to enter text.		
Amount: (Contract/Amendment/Grant)	\$ 17,727.00	Advantage CT / RQS #:	20250314000000002102	
CONTRACT	Proposed Start Date:	12/25/2024	Proposed End Date:	12/24/2025
AMENDMENT	Original Start Date:		Effective Date:	Click or tap to enter a 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:		Vessel Vanguard Group, LLC. Bonita Springs, FL		
Brief Description of Goods/Services/Grant:		Ferry Vessel Maintenance Management Software as a Service		

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
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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>The Department utilizes Vessel Vanguard Software as a Service (SaaS) to manage the Ferry Systems' major assets that include Ferry boats and their key components. The system facilitates maintenance management, supports Preventative Maintenance, and tracks usage. It is utilized by ferry engineers, captains, and the crew members responsible for maintenance work. This sole source contract will enable the Department to continue to use the Vessel Vanguard SaaS solution which is now supported by a different vendor than the original contract awarded through RFP 201903040. Refer to #4 below for a description of the Departments plan to procure a new solution.</p>
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	<p>The original 2019 agreement, awarded through RFP 201903040, was with Wheelhouse Technologies, INC, and transferred in 2022 to Baxter Marine Group II LLC. As we were starting work on extending that contract one year to allow the Department more time to perform the State-mandated fresh competitive procurement of the system, ownership of these services was transferred to Vessel Vanguard Group. That contract expired on 12/24/2024, prior to the completion of vendor ownership change paperwork. Therefore, we are doing this one-year contract to extend the services most recently acquired from Baxter Marine Group II LLC under State of Maine Contract 20220107000000001641 rather than transfer then extend an expired contract.</p>
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	<p>The negotiated rates established in 2019 through competitive RFP 201903040 are still applicable for this 2025 extension.</p>
4. Describe the plan for future competition for the goods or services.	<p>During the term of this 2025 extension, the Department plans to competitively procure a new Vessel Asset Management &amp; Maintenance solution that will replace the solution included in the current contract.</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) – If Yes, please be aware of the requirements from awarding federal agencies.
- ☒ No – If No, proceed to Part V.

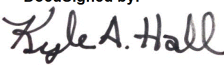
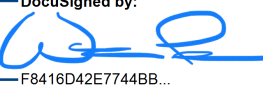
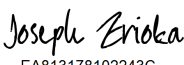
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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 signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of Requesting MaineDOT Department Director	DocuSigned by:  51BA1171F8B9463...		
Typed Name:	Kyle Hall	Date:	5/20/2025
Signature of requesting Department's Commissioner (or designee):	DocuSigned by:  F8416D42E7744BB...		
Typed Name:	Bill Pulver	Date:	5/20/2025
Signature of DAFS Procurement Official:	DocuSigned by:  EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	5/20/2025