



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:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Emily Cook, Communications Director	
(If applicable) Department Reference #:		Modernization Project	
Amount: (Contract/Amendment/Grant)	\$ 42,949.00	Advantage CT / RQS #:	20220523000000002990
CONTRACT	Proposed Start Date:	6/1/2022	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:		Maine Information Network LLC DBA INFORME PO Box 404776 Atlanta, GA 30384-4776	
Brief Description of Goods/Services/Grant:		Website Redesign	

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 checked="" 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 current website provides information to the public and to business representatives on a variety of topics including entity filings, notary commissions, UCC filings, driver and vehicle licensing, and archives. The goal of the website redesign is to streamline existing content, provide a more usable layout and navigation, and migrate the website into the InforME content management system.

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

NIC Maine/InforME currently has a master contract, CT18B20080317000000010214 and master agreement, MA 18P 0810220000000000089, with the State of Maine.

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

A statement of work was submitted and a cost quote received.

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

When this vendor no longer has a master agreement with the State of Maine, the competitive bid process will be used.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting
Department's Commissioner
(or designee):

David Lachance

Typed Name:

David Lachance, Director Admin &
Finance

Date:

5/31/2022

Signature of DAFS
Procurement Official:

Joseph Zrioka

Typed Name:

Joseph Zrioka

Date:

6/1/2022