

## 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:		Secretary of State, Information Services			
Department Contract Administrator or Grant Coordinator:		Donna Grant, Deputy Secretary of State			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 7,015.65	Advantage CT / RQS #:	RQS 29B2020082000000000221		
CONTRACT	Proposed Start Date:	11/30/2020	Proposed End Date:	11/30/2021	
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:		DLT Solutions, LLC 2411 Dulles Corner Park Suite 800 Herndon, VA 20171			
Brief Description of Goods/Services/Grant:		Annual Renewal of TOAD for Oracle			

### 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
<b>X</b>	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:

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

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## PART III: SUPPLEMENTAL INFORMATION

The Office of Information Services uses Tools for Oracle Application Development or TOAD to develop, manage, and maintain its Oracle databases. TOAD is used to manage relational and non-relational databases using SQL. TOAD provides for automated code testing and code analyses. Since the department's operations are dependent upon its Oracle databases, TOAD is essential to the services and products provided by the Department to Maine residents and the business community.

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

TOAD is proprietary software which is owned by Quest Software. TOAD products cannot be purchased through Quest Software but rather must be purchased from a third-party reseller. Since TOAD is proprietary software, it can only be purchased through Quest Software's appointed Value-Added Resellers.



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

The cost for the annual renewal of the TOAD products has increased 10% since last year. This is a fair and reasonable increase for these services.

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

The Office of Information Services is open to the competitive bidding process for software and hardware. However, when Information Services did go out to bid previously, no vendors bid on this product.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Donna Grant	<b>Date:</b>	8/20/2020
<b>Signature of DAFS Procurement Official:</b>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> <small>DocuSigned by:</small>   </div>		
<b>Printed Name:</b>	<small>AEED9C7B3A8044E...</small> Justin Franzose	<b>Date:</b>	9/2/2020