



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:		Transportation/Project Development/Materials Testing & Exploration	
Department Contract Administrator or Grant Coordinator:		Richard Bradbury	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 27,500.00	Advantage CT / RQS #:	RQS2022080900000000203
CONTRACT	Proposed Start Date:	7/1/2022	Proposed End Date: 6/30/2023
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:		ASTM INTERNATIONAL, VC100006440 P.O. Box 45758, Baltimore, MD 21297-5758	
Brief Description of Goods/Services/Grant:		1-year subscription to ASTM COMPASS online portal, including American Welding Standards	

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 Standard Specifications reference numerous ASTM and AWS standards, specifications, and test methods. Current versions of these standards must be accessible to Department engineers and technicians in order to comply with applicable design requirements and laboratory accreditation requirements. MaineDOT no longer maintains current hard copies of these standards. Subscribing to the online portal will improve efficiency by providing ready access to the most current versions of these standards.

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

As the organization that develops, publishes, and owns the copyright to these standards, ASTM International is uniquely qualified to provide digital access to them through an online portal. Other vendors would need to pay licensing fees to ASTM in addition to the cost of the portal itself.

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

MaineDOT negotiated a reduced rate for the 1-year subscription. The list price is \$38,000.00; MaineDOT negotiated a price of \$24,500.00. A single set of the print version costs over \$14000. Access to the print version would be limited to the Augusta HQ; other users around the state would not have needed access, requiring them to purchase additional copies as needed.

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

Market research will be conducted prior to the end of the subscription period to determine if additional vendors have entered the market. If so, future subscriptions will be procured using a competitive bidding process.

### 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):



Typed Name:

William Pulver, C.O.O.

Date:

8-10-2022

Signature of DAFS  
Procurement Official:

Joseph Zrioka

Typed Name:

Joseph Zrioka

Date:

9/1/2022