



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, Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 13,524.00	Advantage CT / RQS #:	20230907000000000369
CONTRACT	Proposed Start Date:	8/28/2023	Proposed End Date: 8/27/2024
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:		Postman, Inc 201 Mission St, Suite 2375 San Francisco, CA 94105	
Brief Description of Goods/Services/Grant:		Postman API management and Enterprise Essentials Annual Subscription	

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.

Postman is perhaps the most widely used toolset in the software development field to document, share, and test REST API designs which we now utilize in all our software development and maintenance projects. We have no better alternative.

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

The free version of Postman has been very valuable to individual developers and has aided our development work well. Now we have need of sharing these Postman based API designs among developers and analysts for documentation, testing, troubleshooting, and maintenance purposes. The subscription which adds such sharing capability is available only from Postman, Inc.

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

The rate is the standard rate for the subscription for our number of developers, and it is an excellent value. It aids our productivity, the quality of our documentation, and our testing capability, and is well worth the value as a tool for software QA alone.

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

The price of this subscription does not warrant the cost of an RFP based procurement process. We will monitor the industry favored tools and consider more capable or more cost effective alternatives if they emerge.

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


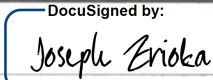
Does this request utilize ARPA/MJRP funds?

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:	Christopher Johnson, Deputy Secretary of State	Date:	9/8/2023
Signature of DAFS Procurement Official:	DocuSigned by: 		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/9/2023