

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:		Chris Johnson- Deputy Secretary of State Chief Information Officer			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$25,715.40	Advantage CT / RQS #:	20210930000000000326		
CONTRACT	Proposed Start Date:	09/30/2021	Proposed End Date:	11/23/2021	
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:		Optical Phusion Inc 9 Beaver Brook Road Littleton MA 01460			
Brief Description of Goods/Services/Grant:		Replacement of Mobile Printers used for Driver License Road Tests.			

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
X	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

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PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

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

The Bureau of Motor Vehicles is in the process of upgrading their current Panasonic Toughpad that has a software installed called Road Scholar which is used for Driver License Examination road tests. Along with this Toughpad, a mobile printer is required to print out a temporary license or a failed test in a receipt form. These printers were purchased in 2014 and need replacement to be able to function with a new Toughpad with Windows 10 and new software that will be installed to meet a compliance date of July 1, 2022.

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

The Bureau of Motor Vehicles is currently working with their software vendor Intellectual Technology, Inc. (ITI) for implementation of a new software and a compliance date of July 1, 2022 that requires an upgrade of the software. For compatibility with their software ITI has recommended the printer option to be the Honeywell Mobile printer RP2 in this order that has the same functionality of our current Zebra printer. They have recommended this printer and located a vendor. We have been working closely with a local salesperson here in Maine on the requirements. This vendor has been very responsive to our requests for information and provided us a demo printer for testing.

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

The funds have been allocated for this project upgrade for Fiscal Year 2022 and as with any project we have had a group working closely with our Hardware and Software Vendors to meet our needs. We originally were focused on purchasing a Zebra printer but ITI has given us feedback that the Honeywell printers has been used in their industry with success. We did request pricing for a zebra printer and accessories at the start of the project and found that the zebra printer is a more expensive printer to purchase. This vendor has given us competitive pricing and the savings between a Zebra Printer and a Honeywell printer is \$7150.80.

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

These mobile printers are a unique piece of equipment for the Bureau of Motor Vehicles and only used in the Examination Department. These mobile printers will be issued to 35 Driver License Examinations which they use daily in the field. The Department of Information Services generally takes computer equipment out of rotation after 5 years. Once that date has been reached, we will go through another process like our current processes to explore the recommendations and functionality at that time.

PART IV: APPROVALS

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

By signing below, I signify that I approve of this procurement request.

Christopher K Johnson

Printed Name:

Christopher K Johnson

Date:

9-30-2021

**Signature of DAFS
Procurement Official:**

Joseph Brioka

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Printed Name:	Joseph Zrioka	Date:	10/9/2021
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