



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**DIVISION OF PROCUREMENT SERVICES**  
 STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

PART I: OVERVIEW			
Department Office/Division/Program:		Maine Department of Transportation	
Department Contract Administrator or Grant Coordinator:		Jennifer Chisum	
(If applicable) Department Reference #:		TBD	
Amount: (Contract/Amendment/Grant)	\$ 68,000.00	Advantage CT / RQS #:	20230927000000000921
CONTRACT	Proposed Start Date:	10/16/2023	Proposed End Date: 10/15/2024
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:		OpenText Inc., Ontario Canada	
Brief Description of Goods/Services/Grant:		TEDOCS Document Management Software upgrade	

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.
TEDOCS is the Departments' document management system and official electronic records repository. It requires upgrade to the latest software release and modern servers. In addition, OpenText will convert the Oracle database to SQLServer, which is far better supported by them, including replacement of our PL/SQL code created to enforce security standards and import project ID lookup values.

**PART III: SUPPLEMENTAL INFORMATION**

We need this contract extension for continued service to allow us to complete the RFP and possibly new system implementation processes.

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

This vendor is currently performing these services. They are the owners of this proprietary software.

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

The overall cost increase since the rates were last negotiated 4 yrs ago in is less than we have seen with similarly sized contract extensions/recontracts in the previous year.

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

We intend to go to RFP this year 2023.

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


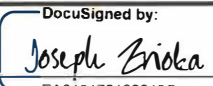
Does this request utilize ARPA/MJRP funds?

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 A. Pulver, Chief Operating Officer	Date:	3-20-2023
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/27/2023