



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$5,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW				
Department Office/Division/Program:		OIT-MaineDOT IT Mgr		MaineDOT RIO
Department Contract Administrator or Grant Coordinator:		Brian Guerrette <i>BAG</i>		Cindy Owings-Hutchison <i>CHH</i>
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$1,048,000	Advantage CT / RQS #:	RQS-20250709000000000053
CONTRACT	Proposed Start Date:	7/1/2025	Proposed End Date:	6/30/2026
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:		AASHTO – American Association of State Highway and Transportation Officials 555 12th Street NW, Suite 1000, Washington, DC 20004		
Brief Description of Goods/Services/Grant:		Licenses to use various AASHTO products		

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 checked="" 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
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Please respond to ALL of the questions in the following sections.

<b>PART III: SUPPLEMENTAL INFORMATION</b>
<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>
<p>Looking to pay for the Licenses for various AASHTO products used by MaineDOT. More details of each of the items can be found in the FY25 AASHTOWare Catalog.  <a href="https://www.aashtoware.org/wp-content/uploads/2025/06/FY-2026_AASHTOWare_Catalog_Final.pdf">https://www.aashtoware.org/wp-content/uploads/2025/06/FY-2026_AASHTOWare_Catalog_Final.pdf</a></p> <p>The modules included in this contract are:</p> <p>AASHTOWare Project Suite (AWP and formerly known as TRNS*PORT) enables MaineDOT to manage project information throughout the entire contract and construction cycle—from cost estimation to proposal preparation, letting bids, construction and material management and data collection.</p> <p>Thanks to its numerous modules this Enterprise-Wide software gives MaineDOT the ability to create a consistent, integrated view of the contracting process during each phase of a project. This year AASHTO has changed the offerings and have bundled many modules along with hosting which in the past was contracted separately.</p> <ul style="list-style-type: none"> <li>• <b>Bundled Option #2</b> (\$774,000) – includes licensing to the following Modules and Services:             <ul style="list-style-type: none"> <li>○ <b>BIDS</b> - Works with the Pre-Construction module MaineDOT utilizes this software to allow bidders to receive proposal information</li> <li>○ <b>Preconstruction</b> - MaineDOT utilizes this software to address the needs of the Programs involved in the pre-letting phase of construction as well as the needs that arise during the advertisement and award phase of a project.</li> <li>○ <b>Construction &amp; Materials</b> - MaineDOT utilizes Construction to manage contract information from award to final payment.</li> <li>○ <b>Data Analytics</b> - MaineDOT utilizes Project Data Warehouse to provide decision support in the areas of bid monitoring and evaluation, vendor and market analysis, item price estimation and the planning and budgeting process.</li> <li>○ <b>Hosting Services</b> - The hosted environment includes the infrastructure, services, backups, monitoring, security, processes, and controls used to provide a secure and robust solution. Standard hosted environments are completely isolated and dedicated to a single agency</li> </ul> </li> <li>• <b>ESTIMATION</b> (\$69,000) – Web-based cradle to grave estimation application designed to deliver accurate, reliable estimates. This module is an integral part of the web-based AW Project software suite which MaineDOT is migrating too. This product will replace ESTIMATOR once we are 100% on the new web-based system.</li> <li>• <b>ESTIMATOR</b> (\$35,000 – 20 copies) – An interactive, standalone cost estimation system that MaineDOT utilized for transportation construction projects.</li> <li>• <b>FieldNet</b> (\$52,000 – 99 users) – Provides an automated interface between Field Manager and CAS modules.</li> <li>• <b>Mobile Inspector (Project Mobile App)</b> (\$51,000) - Allows for Project Modules to be used with mobile devices.</li> <li>• <b>Service Units</b> (\$54,000 – 4 units) – Fixed Fee increments with AASHTOWare Project consultants for contractor provided service for consultation and support to assist MaineDOT in implementing the AWP modules</li> <li>• <b>HaulHub Agency Portal</b> (\$12,500) - Comprehensive e-Construction platform specifically designed for State Transportation Agencies to manage the safe, efficient, and sustainable placement of construction materials</li> <li>• Total = \$1,048,000</li> </ul>

**PART III: SUPPLEMENTAL INFORMATION**

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

MaineDOT is licensing AASHTOWare modules in use at MaineDOT for the period of July 1, 2025 thru June 30, 2026.

AASHTO is a nonprofit, nonpartisan association representing highway and transportation departments in the 50 states, the District of Columbia, and Puerto Rico. It represents all five transportation modes: air, highways, public transportation, rail, and water. Its primary goal is to foster the development, operation, and maintenance of an integrated national transportation system.

AASHTO works to educate the public and key decision makers about the critical role that transportation plays in securing a good quality of life and sound economy for our nation. AASHTO serves as a liaison between state departments of transportation and the Federal government. AASHTO is an international leader in setting technical standards for all phases of highway system development. Standards are issued for design, construction of highways and bridges, materials, and many other technical areas.

AASHTO serves as a catalyst for excellence in transportation by offering:

- Smart solutions and promising practices;
- Critical information, training and data;
- Direct technical assistance to states; and
- Unchallenged expertise.

**Technical Leadership and Assistance to States: AASHTO Leads the Way**

AASHTO is guided by a Board of Directors made up of the chief transportation officers from the 50 states, the District of Columbia, and Puerto Rico. The 12-member Executive Committee is led by AASHTO's elected officers and is assisted by its executive director.

AASHTO's policy development, standards setting, and technical activities are the product of volunteer state department of transportation personnel who work through the AASHTO committee structure. The committees collaborate throughout the year and typically meet annually. These committees, which represent the highest standard of transportation expertise in the country, address virtually every element of planning, designing, constructing, and maintaining transportation services.

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



Software license prices have risen 6% this year, which is typical for major DOT software licenses/ SaaS costs negotiated by the Department this year. By purchasing the bundled licenses and hosting we receive a discount from AASHTO, as well as consolidating all types of support under a single entity and agreement reducing the State's management overhead. AASHTO is also providing free licensing for older products that must run in parallel with their upgraded replacement products until projects currently open in the older products are closed out, which amounts to a savings of over \$200,000 this year.

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

As other software products become available that have similar functionality, MaineDOT will review options. SHI/Carasoft, the State's software reseller does not offer this software. It is provided by the AASHTO association only.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).	
<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.	
<input checked="" type="checkbox"/> No – If No, proceed to Part V.	

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE	
<i>Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.</i>	
<input checked="" type="checkbox"/> The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.	

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	William Pulver	Date:	7-24-2025
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>    <small>FAR13178102243C</small> </div>		
Typed Name:	Joseph Zrioka	Director of IT Procurement	Date: 9/18/2025