

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- Office of Information Services			
Department Contract Administrator or Grant Coordinator:		Donna Grant Deputy Secretary of State			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 19,100	Advantage CT / RQS #:	20201110000000000504	
CONTRACT	Proposed Start Date:	12/22/2020	Proposed End Date:	12/21/2021	
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:		HIS Market- R.L. Polk & Co 26533 Evergreen Rd Suite 1100 Southfield MI 48076			
Brief Description of Goods/Services/Grant:		Yearly maintenance for VINTelligence Flat File Standard Package			

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

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.

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PART III: SUPPLEMENTAL INFORMATION

The Bureau of Motor Vehicles has purchased vehicle identification information for decades from IHS Market-R.L. Polk (formally R.L. Polk). R.L. Polk is the largest of vehicle identification firm and the one with them most experience. R.L. Polk also has the most complete data base in regard to vehicle information and vehicle identification number analysis.

The Maine Bureau of Motor Vehicles (BMV) uses R.L. Polk data to verify vehicle identification (VIN) numbers of vehicles titled for Maine residents and businesses. When applications for titles are filed, R.L. Polk data is crucial. The cost to change to a new vendor could be substantial and the data would not be as comprehensive.

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

The R.L. Polk database is unique. It provides the most comprehensive data of any database available. It enables BMV to undertake its responsibilities more efficiently. Additionally, the Bureau of Motor Vehicles uses unique interfaces between the Polk data and the BMV applications. If another product was used to provide this data, the Office of Information Services would need to redesign these interfaces to provide the correct data, in the correct format, to the applications used through out the Bureau of Motor Vehicles.

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

The 2020 renewal price did not increase from 2019 annual renewal cost.

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

The Maine Bureau of Motor Vehicles will continue to research the marketplace for different vendors who are able to supply this critical VIN checking function as well as the associated vehicle data. If a different vendor can supply all the data that BMV requires in a more cost-effective way, a change could be made.

PART IV: APPROVALS

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Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	<i>Donna E Grant</i>		
Printed Name:	<i>Donna E. Grant</i>	Date:	<i>11-10-2020</i>
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> <i>Justin Franzose</i>		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	11/10/2020