

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, Bureau of Motor Vehicles | | |
| Department Contract Administrator or Grant Coordinator: | Stacey Chandler | | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ 22,461.67 | Advantage CT / RQS #: | 20210120000000002077 |
| CONTRACT | Proposed Start Date: | | Proposed End Date: |
| AMENDMENT | Original Start Date: | 2/1/2021 | Effective Date: |
| | Previous End Date: | 1/31/2022 | New End Date: |
| GRANT | Project Start Date: | | Grant Start Date: |
| | Project End Date: | | Grant End Date: |
| Vendor/Provider/Grantee Name, City, State: | ACF Technologies | | |
| Brief Description of Goods/Services/Grant: | Online Appointment and Booking System (OABS) | | |

| 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 |
| <input checked="" type="checkbox"/> | B. Amendment | | H. State Statute/Agency Directed |
| <input checked="" type="checkbox"/> | 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. |
| COVID has caused the BMV to rethink operations. The initial contract with ACF Technologies was for a software upgrade to include a virtual waiting room with remote check in operability; this amendment will add online appointments to further the Bureau's goal in modernizing systems to better serve BMV customers, reduce wait times and manage staffing. This service will allow for capacity management along with allowing for customers to book appointments online in advance of needing services from the BMV. |

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PART III: SUPPLEMENTAL INFORMATION

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

The BMV has an existing contract with this vendor, who provides these services to over 14 other DMV's across the U.S.A. They are a leader in their field and moving away from their platform for appointments, while using their services for customer check in's doesn't make fiscal or practical sense.

ACF was able to offer this service at a lower cost by leveraging licenses that we've already purchased for Q-Flow.


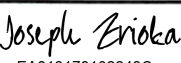
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

ACF was able to offer this service at a lower cost by leveraging licenses that had already procured for Q-Anywhere upgrade (administrative licenses and the calendar module).

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

At the end of the term of this contract the BMV will revisit the need for this service.

PART IV: APPROVALS

| | | | |
|---|--|--------------|----------------|
| Signature of requesting Department's Commissioner (or designee): | <i>By signing below, I signify that I approve of this procurement request.</i> | | |
| |  | | |
| Printed Name: | <i>Catherine Cortis</i> | Date: | <i>9/22/21</i> |
| <small>DocuSigned by:</small> | | | |
| Signature of DAFS Procurement Official: |  | | |
| Printed Name: | Joseph Zrioka | Date: | 10/28/2021 |