



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

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Secretary of State, Information Services	
Department Contract Administrator or Grant Coordinator:		Christopher Johnson	
(If applicable) Department Reference #:		Click or tap here to enter text.	
Amount: (Contract/Amendment/Grant)	\$19,100.00	Advantage CT / RQS #:	202111200000000540
CONTRACT	Proposed Start Date:	12/22/2021	Proposed End Date: 12/21/2022
AMENDMENT	Original Start Date:	Click or tap to enter a date.	Effective Date: Click or tap to enter a date.
	Previous End Date:	Click or tap to enter a date.	New End Date: Click or tap to enter a date.
GRANT	Project Start Date:	Click or tap to enter a date.	Grant Start Date: Click or tap to enter a date.
	Project End Date:	Click or tap to enter a date.	Grant End Date: Click or tap to enter a date.
Vendor/Provider/Grantee Name, City, State:		IHS Markit – Polk 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

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
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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.

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 the vehicle identification firm and the one with the most experience. R.L Polk also has the most complete data base regarding 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 title are filed, R.L. Polk data is crucial. The cost to change to 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. Reference the RFP number, if applicable.

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 2022 renewal price did not increase from 2021 annual renewal cost.

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


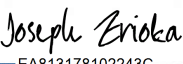
The Maine Bureau of Motor Vehicles will continue to research the marketplace for different vendors who are able to supply this critical VIN checking function as well as the associated vehicle data. If a different vendor can supply all the data that BMV requires in a more cost-effective way, a change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

### PART IV: 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:	Christopher K. Johnson	Date:	11/16/2021
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka	Date:	11/22/2021
	Click or tap here to enter text.		Click or tap to enter a date.