



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:		Chris Johnson- Deputy Secretary of State Chief Information Officer			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 22,356	Advantage CT / RQS #:		2022111400000000668
CONTRACT	Proposed Start Date:	12/18/2022	Proposed End Date:	12/17/2023	
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:		Passerelle Corp Po Box 2354 South Portland ME 04116			
Brief Description of Goods/Services/Grant:		Tableau Software License Renewals			

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	

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.

Tableau is a data visualization and reporting tool which provides the Bureau of Motor Vehicles access to pictorial and graphical representations of data. Data warehousing and reporting is one of the top needs toward modernization for the Bureau of Motor Vehicles.

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

When we required a need for this software, this went out to RFQ and Abilis Solutions Corp was awarded the bid. Abilis Solutions Corp sold the company and transferred all liabilities and assets to Passerelle on April 15, 2021. Passerelle has continued to provide us the same service and has met our expectations.

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

The funds for this renewal have been encumbered in FY 23. There has been no price increase from Passerelle for the renewal year of 12/18/2021 to 12/17/2023. We have reviewed all the licenses we currently have for this software and are able to decrease our costs by \$5,670.00 by adjusting the number of licenses.

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

The Bureau of Motor Vehicle will review the costs and service in the future. If there should be a price increase or dissatisfactory with this company at time of renewal in 2023, we will explore further options.

PART IV: VENDOR STATUS

Is the vendor currently working?

Yes

No

PART V: 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 VI

PART VI: APPROVALS

Signature of requesting
Department's Commissioner (or
designee):

By signing below, I signify that I approve of this procurement request.

Christopher K. Johnson

Printed Name:

Christopher K. Johnson

Date:

11-16-2022

Signature of DAFS Procurement
Official:

Joseph Zrioka

Printed Name:

Joseph Zrioka

Date:

11/18/2022