



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:		MaineDOT / Project Development / Property Office	
Department Contract Administrator or Grant Coordinator:		Nicholas Dutil	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 11160.00	Advantage CT / RQS #:	RQS17A2023102700000000673
CONTRACT	Proposed Start Date:	10/3/2023	Proposed End Date: 10/3/2024
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:		Keystone Precision Solutions, Allentown, PA	
Brief Description of Goods/Services/Grant:		Trimble Business Center Annual Software License Fee	

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

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 Department needs to make annual payments to acquire licenses for Trimble Business Center software users. If the licenses expire prior to payment being completed, the Department won't be able to keep the Trimble Business Center software up to date.

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

Keystone Precision Solutions is the single source vendor for all Trimble hardware and software products that are supplied to MaineDOT.

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

Keystone is providing the Department with a significant discount on each license seat being acquired. Per the product quote, the Department is saving \$1820 per license seat because of these discounts.

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

While MaineDOT is constantly evaluating new software platforms, Trimble Business Center will likely be an integral part of the Department's workflow for as long as MaineDOT utilizes Trimble hardware.

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:

William Pulver, C.O.O.

Date:

10-25-2023

Signature of DAFS
Procurement Official:

Joseph Brioka

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Typed Name:	Joseph Zrioka
Date:	11/9/2023