

## 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:	MDOT/Fleet			
Department Contract Administrator or Grant Coordinator:	Michael Nicholson			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 106874.63	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	11/01/2020	Proposed End Date:	10/31/2021
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:	Assetworks – 998 Old Eagle School Rd, Wayne, PA 19087			
Brief Description of Goods/Services/Grant:	Maintenance Renewal for Software			

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
	C. Single Source/Unique Vendor		I. Federal Agency Directed
<b>X</b>	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:
<b>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</b>
<p><b>This is an annual renewal agreement for software maintenance for MDOT, Fleet Services M5/fleetfocus that was purchased from AssetWorks. This renewal allows AssetWorks to continue providing maintenance for our AssetWorks software that was purchased in 2007 as our primary software for MDOT Fleet Services.</b></p>

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### PART III: SUPPLEMENTAL INFORMATION

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

This is AssetWorks software and they are the only vendor that can provide maintenance for their software.

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

The department agreed to the maintenance price when deciding to purchase this software.

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

This is AssetWorks software and they are the only vendor that can provide maintenance for their software.

### PART IV: APPROVALS

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

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



**Printed Name:**

Bruce A. Van Note

**Date:**

11/23/2020

**Signature of DAFS  
Procurement Official:**

David Morris

**Printed Name:**

David Morris

**Date:**

12/8/2020