

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:		Transportation/ Research Division		
Department Contract Administrator or Grant Coordinator:		Dale Peabody		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 131,000	Advantage CT / RQS #:	RQS 2020120500000000557	
CONTRACT	Proposed Start Date:	July 1, 2020	Proposed End Date:	June 30, 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:		American Association of State Highway Transportation Officials (AASHTO) 444 North Capitol St., NW Suite 249 Washington DC 20001		
Brief Description of Goods/Services/Grant:		AASHTO Technical Services Programs		

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

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.

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PART III: SUPPLEMENTAL INFORMATION

AASHTO Technical Services Programs provide such services as material specification updates, bridge design specification updates, product evaluations and databases, technical assistance, curriculum coordination with online training and important communities of practice to assist the department with our mission. AASHTO is a national nonprofit organization made up of the state DOT's.

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

AASHTO is made up of the state DOT's and supports the mission of all DOT's by bringing together subject matter experts. These communities of practice provide member agencies with state of the practice processes, materials, etc. There is no other organization that provides this type of service.

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

Costs of the AASHTO Technical Services Programs are developed by AASHTO staff with direct input from member agencies and the AASHTO Board of Directors, made up of state DOT executives. Funding used is made up of 80% federal dollars and 20% state match.

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

It is unlikely that there will be future competition for these services given the nature of AASHTO and the programs. AASHTO does use consultant services to deliver some of the technical services programs, for example, updates to materials and bridge specifications. So there is competition for some of the work.

PART IV: APPROVALS

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

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



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Printed Name:	<i>Bruce A. Van Natta</i>	Date:	<i>12-3-2020</i>
Signature of DAFS Procurement Official:	<i>David Morris</i>		
Printed Name:	2A644AF5681F482... 12/21/2020	Date:	12/21/2020