

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:		Secretary and State, Information Services			
Department Contract Administrator or Grant Coordinator:		Donna Grant, Deputy Secretary of State			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 24,371.84	Advantage CT / RQS #:	20210125000000708		
CONTRACT	Proposed Start Date:	04/01/2021	Proposed End Date:	03/31/2022	
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:		Konica Minolta Business Solutions 100 Williams Drive Ramsey NJ 07446			
Brief Description of Goods/Services/Grant:		Annual Maintenance for OnBase			

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

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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.

The Maine State Archives uses OnBase Software to digitize its documents. As the State's "record keeper," the Maine State Archives is responsible for cataloguing and storing most state documents. Konica Minolta configured this software specifically for the Maine State Archives, which has used it for many years. By scanning the documents, using OnBase software, the Maine State Archives is able to substantially reduce the number of documents it acquires, and the amount of storage required for these documents. The savings from digitizing documents is substantial.

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

The document Management process used at the Maine State Archives has been configured by Konica Minolta specifically for the Maine State Archives to enable it to digitize its documents and records. The Maine State Archives is currently in the middle of major digitization project designed to make substantial reductions in paper documents and in the storage of these documents. Changing vendors in the middle of this project would significantly disrupt the completion of the project.

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

When the Maine State Archives realized how necessary it was to digitize its documents, it was able to take advantage of price breaks from Konica Minolta, which, at the time was providing OnBase technology to the Bureau of Motor Vehicles. Konica Minolta specifically configured OnBase for the Maine State Archives. To change the current process used by the Maine State Archives to digitize its documents would be costly and time consuming. Purchasing new equipment and software would be a much more costly option.

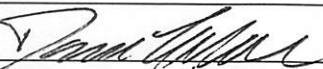
4. Describe the plan for future competition for the goods or services.

In early 2018, the Office of Information Services went out to bid for the Maintenance Contract for OnBase and the associated product Kofax. A company other than Konica Minolta won the contract; however, the parent company of the Kofax and OnBase software, Hyland stipulated that the Office of Information Services continue with our current vendor and purchased the Maintenance Contract for OnBase and Kofax from Konica Minolta.

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:

Durren Henderson

Date:

1/26/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:
Justin Franzose

Printed Name:

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Justin Franzose

Date:

1/26/2021