



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 and State, Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State Information Services	
(If applicable) Department Reference #:		Maine State Archives CFB# 162727	
Amount: (Contract/Amendment/Grant)	\$ 25,590.42	Advantage CT / RQS #:	20220112000000000792
CONTRACT	Proposed Start Date:	4/1/2022	Proposed End Date: 3/31/2023
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:		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

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 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. Reference the RFP number, if applicable.

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: 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:	Christopher Johnson, Deputy Secretary of State	Date:	1-12-2022
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka	Date:	1/18/2022