

**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:		DAFS/MRS		
Department Contract Administrator or Grant Coordinator:		Michael Fortin		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 300,000.00	Advantage CT / RQS #:	CT 18F 20220601*3151
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	7/1/2022	Effective Date:	11/28/2022
	Previous End Date:	6/30/2023	New End Date:	6/30/2023
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Transworld Systems Inc. 500 Virginia Drive #514 Fort Washington, PA 19034		
Brief Description of Goods/Services/Grant:		Additional taxpayer assistance services due to anticipated increase in telephone calls from the implementation of the Maine Tax Portal.		

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 checked="" type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input 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.

Maine Revenue Services (MRS) is currently implementing the Maine Tax Portal which is a new, online tax filing system. MRS anticipates an increase in taxpayer assistance call volume as taxpayers try to access the portal, setup usernames and initially file and pay their taxes.

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

MRS' contract with TSI provides for taxpayer assistance services. TSI already has the infrastructure in place, including access to MRS' systems, to provide these services. TSI's facility, phone system, and hiring procedures are IRS Pub 1075 compliant.

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

The cost is fair, reasonable, and consistent with pricing received at the time the contract was negotiated.

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

The contract, including subsequent renewal periods, expires in June 2027. MRS will prepare and publish an RFP prior to contract expiration.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

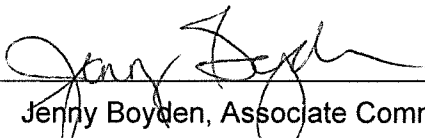
Does this request utilize ARPA/MJRP funds?

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):			
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Typed Name:	Jerry Boyden, Associate Commissioner	Date:	11-21-22
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Signature of DAFS Procurement Official:			
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Typed Name:		Date:	
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