

# 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. 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:		DAFS/MRS/Criminal Investigations Unit		
Department Contract Administrator or Grant Coordinator:		Peter Cote		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 7,935	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	2/15/2020	Proposed End Date:	2/14/2021
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:		Personable Inc. Fountain Valley, CA		
Brief Description of Goods/Services/Grant:		Data conversion 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
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.**

The software will allow Maine Revenue criminal investigators to convert bank statements and other data into spreadsheets where the data can be better analyzed for cases being investigated. This software will save time for the investigators and support staff, automating a process which has been done by manually typing the data into spreadsheets by the investigators and support staff in the past.

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## PART III: SUPPLEMENTAL INFORMATION

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

Personable provided a trial of the software. Through this trial, the software was discovered to be easy to use, user friendly, and with great technical support. The company can create "templates" when bank records from a new bank are required, allowing Maine Revenue criminal investigators to use the software for even the smallest of banks and credit unions data is requested from. These templates are created in only a few days.

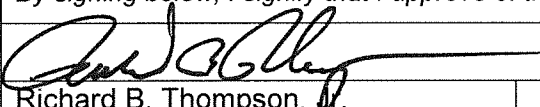
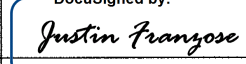
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Cost is \$7,935 the first year, and \$2,940 each year afterwards. The annual maintenance fee includes unlimited support, upgrades, customized trainings, and unlimited use of the software. Maine Office of Securities and Maine Revenue criminal investigators have negotiated with Personable for the best possible price.

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

Due to the uniqueness of this software, there is no plan for future competition. The criminal investigators will be trained on this software. The software will already be installed and used by the investigators. There will only be the annual maintenance fee after the first year of purchase.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Richard B. Thompson, Jr.	<b>Date:</b>	2/11/20
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	AEED9C7B3A8044E... Justin Franzose	<b>Date:</b>	2/20/2020