



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:		DAFS / OIT / Client Technologies	
Department Contract Administrator or Grant Coordinator:		Kyle Pendleton	
(If applicable) Department Reference #:		N/A	
Amount: (Contract/Amendment/Grant)	\$ 22,088.00	Advantage CT / RQS #:	RQS 18B 20220203-0882
CONTRACT	Proposed Start Date:	2/1/2022	Proposed End Date: 6/30/2022
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:		RICOH USA, Inc. PO Box 13487 Macon GA 31208-3487	
Brief Description of Goods/Services/Grant:		2 Physical Servers with OS, RSA QDirect Application Installation, Configuration and System Reintegration w-Support	

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.

Ricoh to provide 2 Servers with RSA QDirect Application Installation, Configuration and System Reintegration w-Support. QDirect server and software controls and automates print workflow and routing across the MaineIT print enterprise. MaineIT needs to upgrade the legacy hardware and software to be in compliance with IRS Safeguard Audit requirements.

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

The Server hardware, the OS running on the servers and the QDirect software has exceeded its end of life and is not in compliance with the IRS Safeguard Requirements. Ricoh has supported the SOM QDirect servers for many years, has working knowledge of our current processes, workflows, and templates and will update and move functions to new platforms.

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

The quoted price of \$22,088.00 includes two new physical servers with the latest version of CentOS7 and QDirect installed and configured. The cost of this effort will be paid out of the Print Cost Center 038-18B-2205-02-9010.

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

None, replacing the servers now , will allow the SoM to upgrade the hardware / software in the future vs replacing it.

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:

Fred Brittain

Date:

Feb 3, 2022

Signature of DAFS
Procurement Official:

DocuSigned by:



ED42721387C242C...

Typed Name:

Thomas Howker

Date:

2/8/2022





PJF_Ricoh Qdirect Hardware Update 02012022

Final Audit Report

2022-02-03

Created:	2022-02-03
By:	james.a.gorneau (james.a.gorneau@maine.gov)
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"PJF_Ricoh Qdirect Hardware Update 02012022" History

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