

State of Maine Procurement Justification Form

This form must accompany ALL contract requests and sole source requisitions (RQS) submitted to the Division of Procurement Services.

INSTRUCTIONS: Please provide the requested information in the white spaces below.

PART I: OVERVIEW

Department Office/Division/Program:		Secretary of State, Information Services	
Department Contract Administrator or Grant Coordinator:		Donna Grant, Deputy Secretary of State	
(If applicable) Department Reference #:			
Document Amount:	\$ 23,661.96	Advantage CT / RQS #:	RQS 29C 2020012400000000858
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:
ALL OTHER	Proposed Start Date:	4/1/2020	Proposed End Date: 3/31/2021
Vendor/Provider/Grantee Name, City, State:		Konica Minolta Business Solutions U.S.A., Inc. 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.

	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 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.

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PART III: SUPPLEMENTAL INFORMATION

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 a 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.

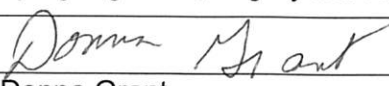

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

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. Currently, both the Maine State Archives and the Bureau of Motor Vehicles continue to use OnBase and enjoy the savings derived from joint purchasing. 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 purchase the Maintenance Contract for OnBase and Kofax from Konica Minolta.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			<i>3-3-2020</i>
Printed Name:	Donna Grant	Date:	03/03/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEEED9C7B3A8044E...</small> Justin Franzose	Date:	3/4/2020