

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: | \$ 75,199.73 | Advantage CT / RQS #: | RQS 29B 20200124000000000857 |
| 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: | 5/1/2020 | Proposed End Date: 4/30/2021 |
| 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 Kofax and 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 Bureau of Motor Vehicles is in the process of digitizing motor vehicle documents through a process known as Document Management, which requires scanning of documents. The process requires two software products, OnBase and Kofax. OnBase serves as the database repository for images and Kofax implements scanning. Konica Minolta customized the software for the Maine Bureau of Motor Vehicles. By digitizing its documents, the Bureau of Motor Vehicles is able to realize considerable savings in time, personnel costs and paper.

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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 Bureau of Motor Vehicles is a customized process to digitize Bureau of Motor Vehicles documents using data. Law enforcement and the Courts are dependent upon the data that the Bureau generates.



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

The savings derived from digitizing documents is considerable as compared to completing paper documents by hand. The customized software for which maintenance is being requested is significantly less than purchasing new Document Management equipment and software. The Maine Bureau of Motor Vehicles owns approximately 25 scanners that use the Kofax scanning process. These scanners are used for data entry and indexing purposes. The goal is to eliminate extensive use of paper records, thereby significantly increasing efficiency and reducing costs.

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 on the Kofax and OnBase systems. 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 Kofax and OnBase 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: | <div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  </div> | | |
| Printed Name: | Justin Franzose | Date: | 3/4/2020 |