



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:		Secretary of State, Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State	
(If applicable) Department Reference #:		Quote: 010-MR098572	
Amount: (Contract/Amendment/Grant)	\$51,419.86	Advantage CT / RQS #:	20220321000000001036
CONTRACT	Proposed Start Date:	5/1/2022	Proposed End Date: 4/30/2023
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:		Kofax, Inc. 15211 Laguna Canyon Road Irvine, CA 92618	
Brief Description of Goods/Services/Grant:		Kofax Annual Maintenance for Document Management	

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.

The Maine Bureau of Motor Vehicles digitizes motor vehicle documents through a process known as document management, which requires the scanning of documents. We use 2 products in conjunction with each other, OnBase and Kofax. By digitizing its documents with Kofax, the Bureau of Motor Vehicles can realize considerable savings in time, personal costs and paper.

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

The document management process currently used at the Bureau of Motor Vehicles is to digitize bureau documents using scanned images. Kofax allows for better data entry tools and works in conjunction with our database application OnBase and our in-house BMV applications. The digital documents are critical to streamlining processes at BMV and the timely access by law enforcement and the courts who are dependent upon the data that the Bureau generates in its current form.

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 copying paper documents and emailing the documents to people. The maintenance and support for the document scanners being requested is significantly less than purchasing new document management equipment that would have to be adapted to BMV processes. The rate directly from the parent company Kofax are the same or cheaper than going through a reseller.

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

The competitive bid process will be used when this maintenance is no longer needed.

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

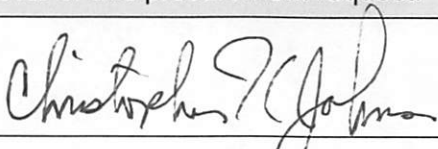
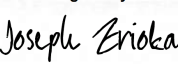
Does this request utilize ARPA/MJRP funds?

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:	Christopher K. Johnson	Date:	3-27-22
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka	Date:	3/30/2022