



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.


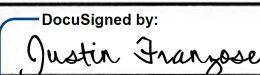
PART I: OVERVIEW					
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles, Information Services			
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State Chief Information Officer			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$7,500	Advantage CT / RQS #:		2023012000000001932
CONTRACT	Proposed Start Date:	1/17/2023	Proposed End Date:	1/18/2024	
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:		The Atlas Group LLC DBA Technology Solutions of Maine 177 Village Rd Smithfield, ME 04978			
Brief Description of Goods/Services/Grant:		Cleaning and general light maintenance for 4 HP Printers			

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.	A major part of the business operation is records management and archiving documents. The business uses small and large Kofax scanners; i-3400 and i-4650 models. These scanners are crucial for this purpose and need regular cleaning to maintain exact and high-quality images when archived.
2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.	The provider is a local vendor/company that has been providing excellent cleaning services for not only scanners but the BMV high-speed printers for several years.
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.	The cost of the monthly cleanings for four printers is reasonable. The formal bid was originally awarded to Technologies Unlimited who were purchased by Technology Solutions of Maine.
4. Describe the plan for future competition for the goods or services.	The Office of Information Services is open to the competitive bid process if another vendor can satisfactorily meet the needs of Information Services with respect to supported needs, technology expertise, price and the required repair timeframe.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)	
Does this request utilize ARPA/MJRP funds?	
<input type="checkbox"/> Yes – If Yes, please attach the approved Business Case(s).	
<input checked="" type="checkbox"/> 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:	2/3/2023
Signature of DAFS Procurement Official:			
Typed Name:	Justin Franzone	Date:	3/3/2023