



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, 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)	\$ 66,140.67	Advantage CT / RQS #:	20240313000000001337
CONTRACT	Proposed Start Date:	5/1/2024	Proposed End Date: 4/30/2025
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:		Extended support renewal	

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 the 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 saving 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 Office of Information Services could be open in the future to a competitive bidding process for software and hardware. When Information Services did go out to bid previously there were no bids submitted

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

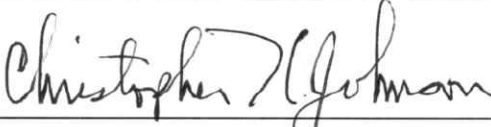

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

Does the requesting Department signatory understand and acknowledge Maine's COI Statute?

- Yes, the requesting Department understands and acknowledges [MRS Title 5, §18-A, 2.](#)

PART VI: APPROVALS			
The signatures below indicate approval of this procurement request.			
Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Christopher K. Johnson	Date:	3/14/2024
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"><small>DocuSigned by:</small>  <small>EA813178102243C...</small></div>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	3/23/2024