



## PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:	Office of the State Treasurer		
Department Contract Administrator or Grant Coordinator:	Amber Griffin		
(If applicable) Department Reference #:			
Agency Department Code:	28A	Advantage CT / RQS #:	20220513*2865
Amount: (Contract/Amendment/Grant)	\$15,000 Amendment \$1,150,476.61 Total		
CONTRACT	Proposed/Original Start Date:	<b>7/1/2022</b>	Proposed/Most Recent End Date: 6/30/2027
AMENDMENT	New Effective Date:	<b>2/6/2026</b>	New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Kelmar Associates, LLC Wakefield MA		
Brief Description of Goods/Services/Grant:	Unclaimed Property Database Management System		

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 checked="" 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. Higher Education 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 Office of the State Treasurer requires Database Management Software for the administration of the State's Unclaimed Property program. [M.R.S.A. Title 33, Chapter 41](#), stipulates that the State must retain custody of unclaimed financial assets of Mainers and hold them in perpetuity. Owners of this property may initiate claims on these assets by contacting the Treasurer's staff via phone, mail, or the web. An Unclaimed Property management software system is unique and highly specialized and must offer capabilities including, but not limited to, claims processing, claims payment, holder report processing, cash and securities receipt processing, tangible content management, owner notification and verification, audit capability, website search capacity, fraud detection, document imaging, and data security.

This amendment is to add funds to cover higher than expected expenses incurred due to the large number of claims paid in FY26.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

KAPS is our current vendor as well as being the only vendor offering a "commercial off-the-shelf", full-scope, hosted operating system capable of managing Maine's Unclaimed Property program. The KAPS system is hosted in a secure, enterprise-level data center which isolates the State's data from all other clients and offers components that are fault tolerant. KAPS provides a robust system offering every function required to manage the state's UP program, as well as additional functions that would enable the State's program to be more efficient, effective, and prepared for new technologies. KAPS streamlined operating environment allows for timelier and higher capacity reporting of unclaimed property by holders, as well as the increased return of unclaimed property to the citizens of Maine. The KAPS environment requires no state resources for maintenance of the system. KAPS has demonstrated that they have in-depth experience in all realms of Unclaimed Property operations and have exemplified that their commitment to these operations afford certainty that the necessary system support will be available going forward.

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

The cost of the database software, web claim service, OnBase (document storage), ThreatMetrix & KFI (fraud prevention), transactional fees, ongoing support and maintenance will be \$201,248.95 for the first year of the contract. This is a 3% increase over the last year of the current contract. Each of the following years will include a 3% increase.

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

The Treasurer's Office is aware of another vendor who could provide comparable software. However, the software is currently being utilized only in states that administer their Unclaimed Property programs in conjunction with their revenue departments, which is not the case in Maine. The Unclaimed Property database management system provided by this vendor has not been proven as a standalone system. OST has met with, and will continue to meet with, any interested party to communicate our business needs and remain open to fostering competition in this extremely specialized market. Once a second provider operates successfully with a State program, we will transition this contract from sole source procurement to a competitive award.

**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) or (026) – 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**

Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department’s signatory affirms, understands, and acknowledges Maine’s Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.

**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting Department’s Commissioner (or designee):	<i>Laura Hudson</i>		
Typed Name:	Laura Hudson	Date:	Feb 27, 2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department’s Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department’s Commissioner (or designee):			
Typed Name:		Date:	

**\*\*OSPS Section Only\*\***

Signature of DAFS Procurement Official:	Signed by: <b>Sterling Doiron</b> <small>4C537C52B586437...</small>		
Typed Name:	Sterling Doiron	Date:	3/4/2026

## Certificate Of Completion

Envelope Id: 614F2E7B-4218-4FF5-BE40-753FA3251B43  
 Subject: Complete with Docusign: KAPS Amendment FY26 PJF (part 1) - signed.pdf  
 Source Envelope:  
 Document Pages: 3  
 Certificate Pages: 1  
 AutoNav: Disabled  
 Envelopeld Stamping: Disabled  
 Time Zone: (UTC-05:00) Eastern Time (US & Canada)

Status: Completed  
 Envelope Originator:  
 Sterling Doiron  
 77 State House Station  
 111 Sewall Street  
 Augusta, ME 04333  
 Sterling.Doiron@maine.gov  
 IP Address: 71.169.188.88


## Record Tracking

Status: Original  
 3/4/2026 12:11:55 PM  
 Holder: Sterling Doiron  
 Sterling.Doiron@maine.gov  
 Location: DocuSign

## Signer Events

Sterling Doiron  
 Sterling.Doiron@maine.gov  
 Sterling Doiron  
 Security Level: Email, Account Authentication  
 (None)

## Signature

Signed by:  
  
 Sterling Doiron  
 4C537C52B586437...  
 Signature Adoption: Pre-selected Style  
 Using IP Address: 71.169.188.88

## Timestamp

Sent: 3/4/2026 12:20:04 PM  
 Viewed: 3/4/2026 12:20:10 PM  
 Signed: 3/4/2026 12:25:35 PM  
 Freeform Signing

**Electronic Record and Signature Disclosure:**  
 Not Offered via Docusign

## In Person Signer Events

## Signature

## Timestamp

## Editor Delivery Events

## Status

## Timestamp

## Agent Delivery Events

## Status

## Timestamp

## Intermediary Delivery Events

## Status

## Timestamp

## Certified Delivery Events

## Status

## Timestamp

## Carbon Copy Events

## Status

## Timestamp

## Witness Events

## Signature

## Timestamp

## Notary Events

## Signature

## Timestamp

## Envelope Summary Events

## Status

## Timestamps

Event	Status	Timestamp
Envelope Sent	Hashed/Encrypted	3/4/2026 12:20:04 PM
Certified Delivered	Security Checked	3/4/2026 12:20:10 PM
Signing Complete	Security Checked	3/4/2026 12:25:35 PM
Completed	Security Checked	3/4/2026 12:25:35 PM

## Payment Events

## Status

## Timestamps