



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE PROCUREMENT SERVICES**  
 STATE OF MAINE

**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:		Secretary of State, BMV, Information Services	
Department Contract Administrator or Grant Coordinator:		Rebekah Douin, Director of Application Development	
(If applicable) Department Reference #:			
Agency Department Code:	29B	Advantage CT / RQS #:	2026030900000001400
Amount: (Contract/Amendment/Grant)	\$194,872.54		
CONTRACT	Proposed/Original Start Date:	<b>4/1/2026</b>	Proposed/Most Recent End Date: 4/30/2028
AMENDMENT			New End Date (if Applicable):
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Carahsoft Technology Corp 11493 Sunset Hill Rad Suite 100 Reston, Virginia 20190	
Brief Description of Goods/Services/Grant:		Hyland OnBase maintenance and subscription	

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. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization
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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 document management system utilizes Hyland OnBase for its database repository for images and BMV core business applications are customized to store and retrieve documents from OnBase. With the digitization of its documents, the BMV can realize considerable savings of time, personnel costs and paper.

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.

The maintenance, training and subscriptions were previously direct with Hyland OnBase. The renewal of this maintenance agreement for OnBase with an approved vendor is to keep the product functional, reliable and secure until modernization of the document management system may begin. This is being set up as an RQS/BPO as it falls outside of the MA end date.  
MA 2301170000000000093

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

The renewal of this contract is essential to maintain system security and ensure the ongoing processing and storage of digital images that meet federal and state laws, such as Real ID. Hyland’s document workflow and business process automations are integrated within the BMV’s core business applications, and the renewal cost for the solution is fair and reasonable and the best value to the BMV.

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

BMV is reviewing its strategic initiatives and the timing and scope of modernizing the document management system is a priority for BMV Modernization Phase 2 or 3. The BMV is currently focused on delivering projects for Modernization Phase 1 and a June rollout. The plan is to seek options via an RFP process to improve the document management processes, workflows and security with an approved vendor and integrate the solution with BMV core applications.

**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):			
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Typed Name:	Douglas A. Perry	Date:	3/10/2026
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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:  <small>AE2C1DD1C5434E9</small>		
Typed Name:	Katie Boynton, Systems Analyst	Date:	3/27/2026