

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:	Secretary of State, Information Services		
Department Contract Administrator or Grant Coordinator:	Darren Henderson- Director of Infrastructure and Cyber Security		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 36,241.54	Advantage CT / RQS #:	20210401000000000913
CONTRACT	Proposed Start Date:	05/01/2021	Proposed End Date: 04/30/2022
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:	Hyland Software Inc 28500 Clemens Road Westlake, OH 44145		
Brief Description of Goods/Services/Grant:	Annual Maintenance for OnBase		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)			
	A. Competitive Process		G. Grant
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
	E. Emergency		K. Client Choice
	F. University Cooperative Project		L. Other Authorization

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PART III: SUPPLEMENTAL INFORMATION

Please respond to ALL of the following:

- 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 does digitization of motor vehicle documents through a process known as document management, which requires the scanning of documents. This process requires an OnBase software product. OnBase serves as the database repository for images. By digitizing its documents, 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.**

The Document Management process currently used at the Bureau of Motor Vehicles is processes to digitize Bureau of Motor Vehicles documents using scanned images. Law enforcement and the Courts are dependent upon the data that the Bureau generates in its current form.

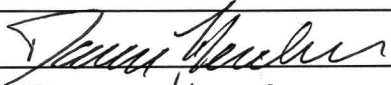
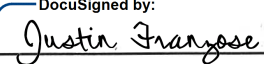
- 3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The savings derived from digitizing documents is considerable as compared to copying paper documents and emailing the documents to people. The software for which maintenance is being requested is significantly less than purchasing new Document Management equipment and software that would have to be adapted to Bureau of Motor Vehicle processes.

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

As a result of technical training and having several certified technicians on the Bureau of Motor Vehicles staff, Hyland is now going to allow us to come directly to them for this maintenance.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	Darren Henderson	Date:	4/1/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>Justin Franzone</small>	Date:	4/5/2021

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