

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)	\$ 48971.30	Advantage CT / RQS #:	20210402000000000928	
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:		Kofax Inc 15211 Laguna Canyon Road Irvine CA 92618		
Brief Description of Goods/Services/Grant:		Kofax Annual Maintenance for Document Management		

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 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.

The Document Management process currently used at the Bureau of Motor Vehicles is to digitize Bureau of Motor Vehicles 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 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.

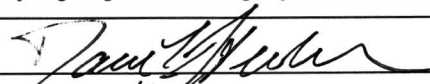

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The savings 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 Bureau of Motor Vehicle 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.

As a result of technical training and having two certified technicians for Kofax on the Bureau of Motor Vehicle staff, Kofax is now going to allow us to come directly to them for this maintenance and support. Going through a reseller would either be the same price or more expensive than going directly to Kofax Inc.

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:	4/2/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	4/12/2021

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