

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:		DAFS/MRS		
Department Contract Administrator or Grant Coordinator:		Vicki Roy		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 12,500.00	Advantage CT / RQS #:		
CONTRACT	Proposed Start Date:	05/15/2021	Proposed End Date:	11/15/2021
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:		iLOOKABOUT (US) Inc. dba Apex Software 5039 Beckwith Blvd., Suite 109 San Antonio, TX 78249		
Brief Description of Goods/Services/Grant:		The extraction of sketches from MRS' legacy Computer Assisted Mass Appraisal (CAMA) system.		

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

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.

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

MRS is responsible for administering property tax for the Unorganized Territory. MRS uses two systems to administer property tax: 1) CAMA system and 2) Property Tax Management (PTM) system. MRS intends to replace the legacy CAMA system over the next 6-8 months with the Vision 8, CAMA system. A key component of the legacy CAMA solution includes approximately 22,000 computer generated property sketches. These sketches were developed using proprietary Apex Software, which is an integrated component of the legacy CAMA system. It is imperative that these sketches are converted to the new Vision 8, CAMA solution.

2. Provide a brief justification for the selected vendor to supplement the response in Part II.

To successfully convert the 22,000 sketches, the sketches must be extracted from the legacy CAMA system and reformatted into the specific, proprietary, "traverse" file format required by the Vision 8, CAMA system. Apex has prior experience reformatting the sketches into the format required by the Vision 8 system. The knowledge and capability to extract sketches generated using the Apex Software and reformatting the sketches into the format required by the Vision 8 solution is limited to Apex Software. As such, MRS seeks to contract with Apex Software to provide the services to extract the sketches and reformat them into the format necessary to properly convert them into the Vision 8 system.


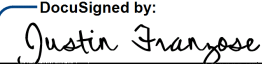
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

MRS has determined that the negotiated costs and rates are fair and reasonable based on the number of sketches that require reformatting. Manually reformatting the sketches would be costly and time consuming.

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

MRS published an RFP to replace its legacy CAMA system in March of 2020 and selected Vision Government Solutions to provide an updated solution. It is essential to the success of the project that the property sketches in the legacy system are successfully converted to the new system.

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:	Jerry Boyden Associate Commissioner	Date:	4-21-2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEE09C7B3A8044E Justin Franzose	Date:	4/22/2021