



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES

# DIVISION OF PROCUREMENT SERVICES

STATE OF MAINE

## PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.*

PART I: OVERVIEW			
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles, Information Services	
Department Contract Administrator or Grant Coordinator:		Chris Johnson, Deputy Secretary of State	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)		\$ 40,907.65	Advantage CT / RQS #: 20230316000000001119
CONTRACT	Proposed Start Date:	5/1/2023	Proposed End Date: 4/30/2024
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 28500 Clemens Road Westlake, OH 44145	
Brief Description of Goods/Services/Grant:		Annual Maintenance for OnBase	

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. University 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 Maine Bureau of Motor Vehicles digitizes 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 of time, personnel costs and paper.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

The document management process currently used at the Bureau of Motor Vehicles digitizes documents using scanned images. Law Enforcement agencies and the Courts are dependent on the data that the Bureau generates for operational needs.

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 when compared to copying physical paper documents and emailing them to users. The software that this maintenance contract is being requested for is significantly less costly than purchasing new document management equipment and software that would then need to be adapted to the processes used by the Bureau of Motor Vehicles.

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 Software is now allowing the Bureau to work directly with them for this necessary maintenance.

### PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

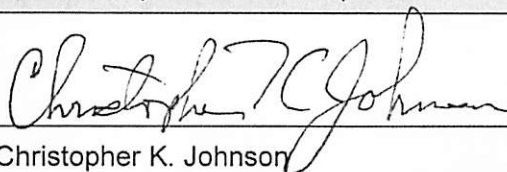
Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

### PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):



Typed Name:

Christopher K. Johnson

Date:

3/20/2023

Signature of DAFS  
Procurement Official:

DocuSigned by:



Typed Name:

Joseph Zrioka, Director of  
IT Procurement

Date:

4/1/2023