



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 \$5,000 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, 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)	\$ 47,273.91	Advantage CT / RQS #:	20250418000000001523
CONTRACT	Proposed Start Date:	5/1/2025	Proposed End Date: 4/30/2026
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 28f00 Clemens Road Westlake, OH 44145	
Brief Description of Goods/Services/Grant:		Annual Maintenance on 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
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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 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 and the BMV applications are customized to store and retrieve documents in OnBase. By digitizing 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.

We need to renew the maintenance agreement for OnBase to keep the product functional, reliable, and secure. Since it is Hyland/OnBase software, we need the maintenance from them directly. We were unable to find a corresponding maintenance offering on the current NASPO list, therefore we are seeking to purchase the renewal directly through Hyland.

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

No alternative sources of support for Hyland/OnBase software maintenance are known. We are therefore seeking to purchase directly from the software developer/provider.

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

While it is unlikely any other companies would provide maintenance for OnBase software they have no source code rights to, we are open to evaluating alternative sources for maintenance of OnBase software should they become available. Replacing OnBase would only be considered if there were sufficient strategic reasons to rewrite the interfaces within our BMV applications to utilize a different product. In other words, that scale of effort would need to have strategic advantages based on the different product's capabilities to justify the effort and impact on multi-year modernization plans.

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) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

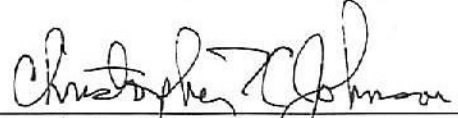
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

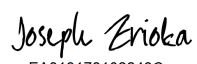
Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS [Title 5, §18](#) and [§18-A](#), in harmony with MRS [Title 17, §3104](#).

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

PART VI: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Christopher K. Johnson	Date:	4-18-25

Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	4/22/2025