

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:		Department of Administrative and Financial Services/Maine Revenue Services			
Department Contract Administrator or Grant Coordinator:		Susan T. Smith			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 795,518.00	Advantage CT / RQS #:			
CONTRACT	Proposed Start Date:	August 1, 2020	Proposed End Date:	July 31, 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:		Fairfax Imaging, Incorporated DBA Fairfax Software, Incorporated 2005 Pan Am Circle Drive, Suite 110 Tampa, FL 33607			
Brief Description of Goods/Services/Grant:		Provides image and data capture system maintenance, including forms definitions and modifications			

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.**

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PART III: SUPPLEMENTAL INFORMATION

Maine Revenue Services (MRS) administers all major tax programs that support Maine state government, including 49 tax types and 132 unique forms. Efficient operations and continuity of services is imperative for the prompt tax processing and depositing of electronic payments. Maintenance of the image and data capture system, as well as forms modification is necessary to stay in conformity with current law.

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

Fairfax Imaging's *Quick* Modules are proprietary software utilized for MRS' integrated workflow processing, including mail handling, imaging, data recognition, and electronic presentment, retrieval, and tracking. There are no other resources to perform the necessary software modifications or maintain and troubleshoot the image and data capture system's many inter-related modules.



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

Fairfax Imaging has designed and supports other state revenue systems and the rates being charged to Maine are equal to the lowest rate charged to other states and like customers. A copy of the pricing agreement between Fairfax Software and the State of New Jersey verifies the average rate of \$185.00 per hour which is the quoted cost to MRS during the contract period.

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

Currently, there are no other contractors with the legal right to modify existing forms and/or develop new forms in the proprietary software programs. We will evaluate if there are opportunities with other vendors at the end of the contract period and utilize a competitive bid process if appropriate.

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:	Kirsten LC Figueroa	Date:	5/4/2020
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	5/11/2020