

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, Bureau of Revenue Services			
Department Contract Administrator or Grant Coordinator:		Rhonda Ainslie			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$96,977.64		Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:	September 1, 2021		Proposed End Date:	August 31, 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:		Precisely Software Incorporated 1700 District Ave, Suite 300 Burlington, MA 01803			
Brief Description of Goods/Services/Grant:		Annual maintenance fee for address validation software and quarterly data updates used as part of the MERITS revenue processing 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.**

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PART III: SUPPLEMENTAL INFORMATION

This is the annual maintenance renewal for software utilized by the MERITS revenue processing system to validate taxpayer addresses. There is a test and production component for this renewal, to ensure that both the testing and production systems are using the same software and the same database information. This software has been utilized for address verification in both the older MATS system and the MERITS system, and is a critical part of processing to ensure that mailing addresses are correct.

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

This software has been utilized successfully for many years, is well integrated with the existing MERITS system and is well understood by technical staff, Q/A testing staff and operational staff. Results have been dependable, providing an effective means to maintaining correct addresses in MERITS. This is not an area where MRS or MaineIT staff has expertise or access to address information from USPS to develop and maintain this kind of address validation service.

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

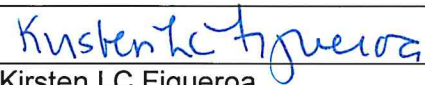
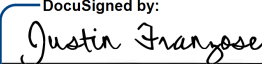
Based on MRS research the annual maintenance fee falls within industry guidelines. By committing to a three-year agreement, the fee is locked in at the current rate, avoiding the standard annual increase of 5%.

If MRS was to switch to another address validation product, there would be additional licensing costs, maintenance fees and the cost of reprogramming and testing the new validation software with MERITS. The cost of replacing the existing Precisely Software Incorporated (formerly Pitney Bowes) address validation software would be considerably more expensive and time consuming than renewing the software license maintenance.

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

The software itself will become unnecessary when the agency implements its new holistic 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:	Kirsten LC Figueroa Commissioner	Date:	05/06/2021
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small> 		
Printed Name:	<small>AEED9C7B3A8044E...</small> Justin Franzose	Date:	5/6/2021