

## 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)	\$ 328,194.00	Advantage CT / RQS #:	20200702*0021
CONTRACT	Proposed Start Date:	Proposed End Date:	
AMENDMENT	Original Start Date:	Effective Date:	6/15/2021
	Previous End Date:	New End Date:	No change
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:		Upgrade from the ImageTrac 5 scanner to the Fusion 7400 scanner.	

### 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
X	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 are imperative to promptly process tax returns and deposit electronic payments. The purchase and installation of the Fusion 7400 scanner will provide powerful new imaging technology, including duplex camera imaging, high resolution, and faster throughput speed.

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

Fairfax Imaging provides MRS with an image and data capturing system including the support and maintenance. MRS' current contract with Fairfax Imaging includes a provision for the Department to purchase hardware and affiliated services as needed. The ImageTrac 5 scanner, to be replaced by the Fusion 7400 scanner, will reach its end of life in December 2021. The upgrade to the Fusion 7400 will ensure MRS can process a wide range of documents without interruption. No other entity can provide the equipment MRS uses for daily processing.

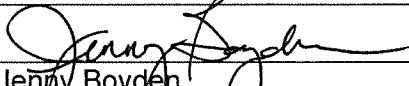
**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

The cost for the equipment and installation is fair and reasonable and includes an allowance for the scanner reaching the end of life. Additionally, the cost includes one year of maintenance and support.

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

The MRS scanners have been procured through Fairfax Imaging who also provides maintenance and forms development 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

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Jenny Boyden, Associate Commissioner	<b>Date:</b>	5-12-21
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i>		
	<small>DocuSigned by: 066BDD96EE5347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	5/18/2021