

# 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:		Office of the Attorney General	
Department Contract Administrator or Grant Coordinator:		Mark Toulouse	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 7,935.00	Advantage CT / RQS #:	
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		Personable.com, 17600 Newhope Street, Fountain Valley, CA 92708	
Brief Description of Goods/Services/Grant:		ScanWriter for Excel – Software and Support	

## 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.**

The auditing of financial data is pivotal to the research and investigation of financial fraud cases. ScanWriter for Excel is able to handle, sort, and consolidate scores of data quickly and with minimal oversight or corrective manipulation. This will free Office of the Attorney General resources from this cumbersome task, creating increased efficiency which will allow the office to research, investigate and prosecute more financial fraud cases.

# State of Maine Procurement Justification Form

## PART III: SUPPLEMENTAL INFORMATION

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

Personable.com is the sole source of this software product. The Office of the Attorney General did reach out to other vendors and received the same direction.

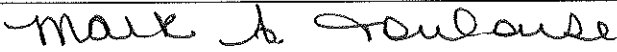

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

Personable.com is the sole source of this software product. The Office of the Attorney General did reach out to other vendors and received the same direction.

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

The Office of the Attorney General is currently auditing all information technology costs for the Fiscal Year 2022-2023 biennial budget. Each piece of that budget will go to the most economical vendor, which may be the Office of Information Technology, Workgroup Technology Partners, or another outside source. As items come up for renewal, quotes from three vendors will be solicited. This process was utilized with this procurement, but the office was notified by all vendors contacted that third parties are not able to distribute this product.

## 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>	Mark A. Toulouse Administrative Services Division Chief	<b>Date:</b>	6/8/2020
<b>Signature of DAFS Procurement Official:</b>	<small>DocuSigned by:</small>  <small>—AEE09C7B3A8044E...</small>		

**State of Maine  
Procurement Justification Form**

<b>Printed Name:</b>	Justin Franzose	<b>Date:</b>	6/9/2020
----------------------	-----------------	--------------	----------



17600 Newhope Street  
Fountain Valley, CA 92708  
Phone (800) 688-4281 Fax (714) 979-1822

04/29/2020

To Whom It May Concern:

This letter confirms that ScanWriter is a sole source product, produced, sold and distributed exclusively by Personable, Inc.

There is no similar product available for purchase that would serve the same purpose or function.

Please feel free to contact me if you have further questions.

Sincerely,

Benjamin Chou  
Personable, Inc.