

## State of Maine Procurement Justification Form

8This 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:		Secretary of State, Office of Information Services		
Department Contract Administrator or Grant Coordinator:		Darren Henderson- Director of Infrastructure and Cyber Security		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ 115,244.00	Advantage CT / RQS #:	20210611000000001185
CONTRACT	Proposed Start Date:	06/14/2021	Proposed End Date:	06/30/2022
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:		Elavon Two Concourse Parkway, Suite 800 Atlanta GA 30328		
Brief Description of Goods/Services/Grant:		Ingenico Lane 8000 Point of Sale Device & maintenance		

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
<b>X</b>	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

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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 Automatic Voter Registration (AVR) law requires the Bureau of Motor Vehicles to electronically transmit pending voter registration records to Elections for qualifying applicants applying for driver license or state identification credential. The modernization of the credit card transactions will allow The Bureau of Motor Vehicles to be able to move away from their current credit card processing company Authorize.net to Elavon which is the State of Maine Bank for credit card transactions. The modernization will also allow the Bureau of Motor Vehicles to now process chip credit and debit cards and provide contactless payment options that allow for electronic wallet transactions.

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

This vendor has been selected by The Office of Information Services to provide services to Bureau of Motor Vehicles and Bureau of Corporations, Elections and Commissions. The Office of Information Services will be purchasing 100- Ingenico Lane 8000 devices to support two projects. This device was selected to meet multiple needs, with one need to implement the requirements of PL 2019 C409 An Act to create Automatic Voter Registration (AVR) which is effective January 1,2022 and a need to modernize credit card transactions at the Bureau of Motor Vehicles.

Elavon has established a great working relationship with the Department of Treasury and has been highly recommended. The Office of Information Services has been meeting since March with Elavon to establish procedures that will function with our unique Point of Sale system.

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


The Department of Treasury has a Master Services Agreement with Elavon and the Office of Information Services has become part the existing contract. Elavon has worked closely with the Department of Treasury to have the agreement amended and submitted a Schedule A that includes the procurement needs for this device.

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

The Point of Sale system in our application being used at the Bureau of Motor Vehicle is unique in that this system was built in house. Our point of sale system does not have standard point of sale software that is used in the industry today. The Ingenico Lane 8000 has a 6 year expiration date, therefore when that expiration date is reached, The Office of Information Services will consider to source this to another vendor through the established procurement process.

### PART IV: APPROVALS

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<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>	<i>Darrin K Henderson</i> <small>DocuSigned by:</small>	<b>Date:</b>	<i>6/14/2021</i>
<b>Signature of DAFS Procurement Official:</b>	<i>Michelle Fournier</i> <small>066BBD06EE5347F...</small>		
<b>Printed Name:</b>	Michelle Fournier	<b>Date:</b>	6/15/2021