



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PROCUREMENT SERVICES
 STATE OF MAINE

PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles, Information Services	
Department Contract Administrator or Grant Coordinator:		Christopher K. Johnson, Deputy Secretary of State	
(If applicable) Department Reference #:		BMV Modernization Project	
Amount: (Contract/Amendment/Grant)	\$35,884.84	Advantage CT / RQS #:	20220621000000001492
CONTRACT	Proposed Start Date:	6/22/2022	Proposed End Date: 7/22/2022
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:		FedResults 1900 Campus Commons Drive, Suite 100 Reston, VA 20191	
Brief Description of Goods/Services/Grant:		Software/Maintenance & Installation for Kofax Servers	

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. University Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

The licenses and communications hardware in this purchase add the capability to receive faxes directly and add them as documents to the document management system for a workflow to achieve classification and processing without using paper and without relying upon the delivery/distribution of paper-based documents to implement that workflow. These capabilities are important to the modernization of certain departments which handle significant volumes of incoming documents via fax.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

Kofax, Inc. is the current vendor for the Kofax server software with which we process scanned images, barcodes, separate documents, and perform validation. The Kofax software, software license, and support and maintenance was originally purchased through AMS Imaging, LLC on CT 29B 2012091900000001255. In 2014, AMS Imaging, LLC joined with Konica Minolta Business Solutions USA, Inc. who continued the support and maintenance until April 2021, then moved directly to Kofax, Inc. who provides the annual maintenance and support. We need these Kofax, Inc. licenses and fax line connection hardware purchased through Carahsoft – their public sector sales channel – to add capabilities to our Kofax systems.

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

A quote was prepared by Kofax, Inc. in collaboration with the Bureau's Information Services team to address the needs as they relate to the BMV modernization project and document intake processes.

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

The competitive bid process will be used in the future to secure goods or services when this software can no longer be maintained.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

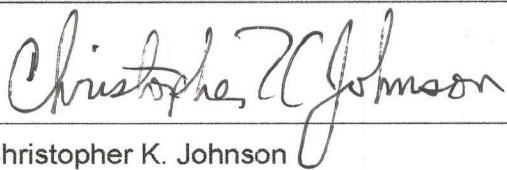
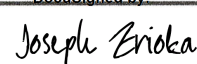
Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):		
Typed Name:	Christopher K. Johnson	Date: 6/24/2022
Signature of DAFS Procurement Official:		
Typed Name:	Joseph Zrioka	Date: 6/24/2022