



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES  
**OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.*

**PART I: OVERVIEW**

Department Office/Division/Program:		Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Jeff Bennett, Senior Technology Support Specialist	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 15,660.00	Advantage CT / RQS #:	20250529000000001809
CONTRACT	Proposed Start Date:	<b>7/1/2025</b>	Proposed End Date: 6/30/2026
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:		formerly The Atlas Group LLC Technology Solutions of Maine, 10 Washington St. Waterville, ME 04901	
Brief Description of Goods/Services/Grant:		Cleaning and general light maintenance for 20 Kodak scanners	

**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 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 twenty Kodak scanners in the BMV are used to scan official documents related to their business processes for Bureau of Motor Vehicles. These scanners are crucial for this purpose and need regular cleaning to maintain high-quality documents.

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

The provider is a local vendor/company in Augusta ME that has been providing excellent cleaning services for not only our high-capacity production scanners but the BMV high-speed printers for several years. They are trained for maintenance on the HP hardware we own. These devices will have an extended life due to the preventive maintenance and cleanings.

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

The cost of the monthly cleanings for four printers is reasonable, we compared this price to other vendors in Portland ME and also vendors from Massachusetts. Because of the travel these vendors outside of Augusta would have the price was not competitive with this current local vendor. The formal bid was originally awarded to Technologies Unlimited who were purchased by Technology Solutions of Maine. Currently there is no other vendor in Augusta who can provide the level of support that the Technology Solutions of Maine up can provide at this cost. We intend to go out to bid to try and find another vendor when this renewal expires in 2027.

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

The Office of Information Services is open to the competitive bid process if another vendor can satisfactorily meet the needs of Information Services with respect to supported needs, technology expertise, price and the required repair timeframe.

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

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.



**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

*Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.*

- The requesting department signatory understands and acknowledges Maine’s Conflict of Interest statutes.

**PART VI: APPROVALS**

The signatures below indicate approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Bruno Imbro	Date:	5/29/25
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>7008796FB36A449...</small>		
Typed Name:	Michael McNeil	Date:	6/4/2025

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