



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 \$10,000 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: |                               | Mathew Caldwell, Director of Organizational Development, SOS BMV Office of Human Resources |                                |           |
| (If applicable) Department Reference #:                 |                               |                                                                                            |                                |           |
| Agency Department Code:                                 | 29B                           | Advantage CT / RQS #:                                                                      | 20260415000000001626           |           |
| Amount:<br>(Contract/Amendment/Grant)                   |                               | \$21,833.00                                                                                |                                |           |
| CONTRACT                                                | Proposed/Original Start Date: | 6/1/2026                                                                                   | Proposed/Most Recent End Date: | 5/30/2028 |
| AMENDMENT                                               | New Effective Date:           |                                                                                            | New End Date (if Applicable):  |           |
| GRANT                                                   | Project Start Date:           |                                                                                            | Grant Start Date:              |           |
|                                                         | Project End Date:             |                                                                                            | Grant End Date:                |           |
| Vendor/Provider/Grantee Name, City, State:              |                               | Idemia Identity & Security<br>296 Concord Rd, Suite 300<br>Billerica, MA 01821             |                                |           |
| Brief Description of Goods/Services/Grant:              |                               | Livescan Fingerprint Scanner                                                               |                                |           |

### 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. Higher Education 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 Department of the Secretary of State, including the Bureau of Motor Vehicles (BMV), Maine State Archives, and the Corporations, Elections and Commissions (CEC) program, requires fingerprinting services to conduct pre-employment background checks for prospective employees in accordance with State and federal requirements. The Department's current fingerprinting equipment is outdated and no longer compliant with applicable standards, creating operational and compliance risks across all supported divisions. The proposed purchase of a portable LiveScan fingerprinting system will allow the Department to electronically capture and securely transmit fingerprints to the Tri-State Automated Fingerprint Identification System (AFIS). This system is compliant with Maine State Police and FBI standards and improves efficiency, accuracy, and turnaround time for background checks. This upgrade is necessary to maintain compliance, support ongoing recruitment efforts across divisions, and ensure the integrity and security of the Department's hiring processes.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The selected vendor, IDEMIA Identity & Security USA LLC, provides a fully integrated LiveScan solution that is compliant with Tri-State AFIS requirements and FBI standards. IDEMIA is a recognized provider of fingerprinting systems used by law enforcement and government agencies and offers a complete solution including hardware, software, installation, training, and warranty support. The system is pre-configured to meet Maine State Police and Tri-State AFIS requirements, limiting viable vendors to those capable of meeting these specific technical and compliance standards. No RFP was issued due to the specialized nature of the equipment and the need for compatibility with existing State systems.

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

The quoted cost of \$21,833 includes the LiveScan system, software, installation, training, and a one-year on-site warranty. This pricing is consistent with industry standards for compliant fingerprinting systems and reflects a comprehensive, single-vendor solution that minimizes additional integration, training, and maintenance costs. The inclusion of warranty and support services further supports the long-term value of the purchase. Given the compliance requirements and limited number of qualified vendors, the pricing is considered fair and reasonable.

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

Due to the specialized nature of fingerprinting systems and the requirement for compatibility with the Tri-State Automated Fingerprint Identification System (AFIS) and Maine State Police standards, there are currently no other authorized vendors available to provide this equipment and integration. At the end of life of the existing equipment, the Department will utilize a competitive bidding process.

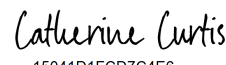
**PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)**

Does this request utilize ARPA/MJRP funds?

☐ Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).☐ Yes, ARPA funds (025) or (026) – 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's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.**PART VI: APPROVALS**

Governor/Department Commissioner or Designee

1. The signature below indicates approval of this procurement request.

Signature of requesting  
Department's Commissioner  
(or designee):DocuSigned by:  
  
15041D1FCD7C4E6...

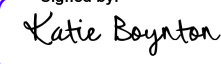
Typed Name: Catherine Curtis

Date: 6/5/2026

2. Additional signature required **ONLY if box E (Emergency) is selected in PART II**. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.Signature of requesting  
Department's Commissioner  
(or designee):

Typed Name:

Date:

**\*\*OSPS Section Only\*\***Signature of DAFS  
Procurement Official:Signed by:  
  
AE2C1DD1C5434E9...

Typed Name: Katie Boynton, Systems Analyst

Date: 6/5/2026