



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:		Department of Administrative and Financial Services/Maine Revenue Services	
Department Contract Administrator or Grant Coordinator:		Michael Fortin	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ \$662,000.00	Advantage CT / RQS #:	20141015*1430
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	7/1/2019	Effective Date:
	Previous End Date:	6/30/2022	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Revenue Solutions Inc. (RSI) 42 Winter St., Suite 36 Pembroke, MA 02359	
Brief Description of Goods/Services/Grant:			

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 checked="" 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.

RSI maintains and supports MRS's collection system. Since its inception in 2014, the collection system has increased collection revenue by 20% and has reduced return mail by over 50%. MRS requires RSI to continue to maintain and support the system until the STARS collection module is fully implemented and in production. Any interruption in the performance or availability of the collections system will have a negative impact on state tax revenue.

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

The collection system is proprietary and only RSI has the knowledge to maintain the environment. Neither MRS nor MaineIT has the expertise or the resources to provide the maintenance and system support.

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

The cost is fair and reasonable as it is based on RSI's current billing rates.

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

In August of 2019, MRS issued an RFP seeking vendors to provide a modernized, integrated tax system which would include a collections system. MRS contracted with FAST Enterprises in September of 2020 and is currently implementing STARS. IT is expected that the collection system module will be operational in 2024.

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

Does this request utilize ARPA/MJRP funds?

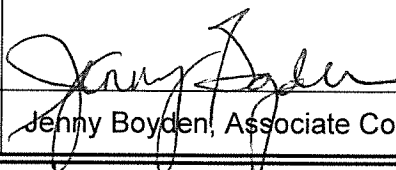
Yes – If Yes, please attach the approved Business Case(s).

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:

Jenny Boyden, Associate Commissioner

Date:

05-18-2022

Procurement Justification Form (PJF)

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i>		
Typed Name:	EA813178102243C... Joseph Zrioka	Date:	6/30/2022