

State of Maine Procurement Justification Form

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 website (Forms page) for additional instructions.

PART I: OVERVIEW

Department Office/Division/Program:		DAFS/OIT/Client Tech Services		
Department Contract Administrator or Grant Coordinator:		David Pascarella		
(If applicable) Department Reference #:		N/A		
Amount: (Contract/Amendment/Grant)	\$22,619.74	Advantage CT / RQS #:	RQS 18B 20200807*174	
CONTRACT	Proposed Start Date:	10/9/2020	Proposed End Date:	10/8/2021
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:		RICOH USA, Inc. Northeast District PO Box 13487 Macon, GA 31208-3487		
Brief Description of Goods/Services/Grant:		Rochester Software Assoc Support Renewal		

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
X	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

Please respond to ALL of the following:

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

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PART III: SUPPLEMENTAL INFORMATION

The vendor Rochester Software Associates, RSA, supplies the print server workflow software for the Office of Information Technology high speed micr printers. The server software controls where the jobs reside and how they are managed. The software and workflows are customized for the State of Maine print facility and has all legacy jobs for the IBM, as well as forms, fonts, logos.

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

The vendor Rochester Software Associates, RSA, supplies the print server workflow software. This server is where the jobs reside and are managed. The software and workflows are customized for the State of Maine print facility and has all legacy jobs for the IBM, as well as forms, fonts, logos.

The package is off-the-shelf software, custom configured for the State of Maine. No changes.

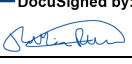
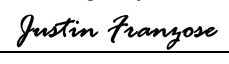
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

There has been no change in cost over the past three (3) years. This price is unchanged. RICOH pricing is 2% less than use of a software reseller. Using the existing software avoids software repurchase cost, re-programming and training costs.

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

RSA file and workflow routing for print services is an integral part of the OIT high-speed print infrastructure. The RSA print routing service will be considered for replacement when the high-speed print architecture is changed.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
	DocuSigned by: 		
Printed Name:	052B9AC7F56A489 Frederick Brittain	Date:	8/21/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AEED9C7B3A8044E... Justin Franzose	Date:	9/3/2020