



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 Johnson, Deputy Secretary of State Information Services		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$6,279.85	Advantage CT / RQS #:	20230810000000000241
CONTRACT	Proposed Start Date:	6/30/2023	Proposed End Date:	6/30/2024
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:		Carahsoft Technology 11493 Sunset Hills Rd, Suite 100 Reston, VA 20190		
Brief Description of Goods/Services/Grant:		Software support 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 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.

This is a renewal of Kofax Communications Server software maintenance and support. The Communications Server will allow BMV to migrate away from physical fax hardware to a paperless solution where incoming faxes can also be consumed into an existing document management system.

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

BMV already uses Kofax software as part of its document management services and this is renewal of Kofax Communication Server Maintenance & Support. That maintenance and support is only available from Kofax.

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

Kofax software maintenance and support cost is not unusual for the industry. Funding is provided from the modernization account.

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

Kofax software maintenance and support is only available from Kofax. There are no competitive options. If

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

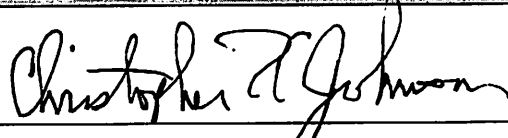
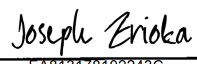
Does this request utilize ARPA/MJRP funds?

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: 8/10/2023
Signature of DAFS Procurement Official:		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date: 8/15/2023