



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:	Administrative and Financial Services/Maine Revenue Services			
Department Contract Administrator or Grant Coordinator:	Michael Fortin			
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 15,000.00	Advantage CT / RQS #:	20191001*1094	
CONTRACT	Proposed Start Date:		Proposed End Date:	
AMENDMENT	Original Start Date:	10/1/2019	Effective Date:	10/1/2024
	Previous End Date:	9/30/2024	New End Date:	3/31/2025
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:	Informatix, Inc. 2535 Capitol Oaks Dr. Ste. 340 Sacramento, CA 95833			
Brief Description of Goods/Services/Grant:	Tax Collection Financial Institution Data Services			

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 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
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Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

<p>1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.</p>
<p>Informatix provides data match services to be used in support of the enforced collections activities within the Compliance Division at MRS. Tax debts are referred to the Compliance Division’s Special Enforcement Unit for enforced collection, which may include levy upon tax debtor assets held in Maine financial institutions. Information that accurately identifies assets of delinquent tax debtors held by Maine financial institutions is critical to the efficient levy and surrender of those assets and to the lawful and timely satisfaction of Maine tax obligations. 36 M.R.S. §176-B requires financial institutions in Maine to participate in a data match program upon written request from the State Tax Assessor.</p>
<p>2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.</p>
<p>MRS entered into a five-year contract with Informatix in 2019 after a competitive solicitation.</p>
<p>3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.</p>
<p>The rate is based on a set fee for the quarterly match with each financial institution in Maine.</p>
<p>4. Describe the plan for future competition for the goods or services.</p>
<p>The current contract with Informatix includes renewals which expire on September 30, 2024. MRS has drafted the RFP which is currently under review.</p>

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

<p>Does this request utilize ARPA/MJRP funds?</p>
<p><input type="checkbox"/> Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).</p>
<p><input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.</p>
<p><input checked="" type="checkbox"/> No – If No, proceed to Part V.</p>



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:	Jenny Boyden Associate Commissioner	Date:	8-26-24
Signature of DAFS Procurement Official:	<div style="border: 1px solid black; padding: 2px;"> <small>DocuSigned by:</small>  <small>EA813178102243C...</small> </div>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	9/24/2024