

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:	Department of Administrative and Financial Services/Maine Revenue Services (MRS)		
Department Contract Administrator or Grant Coordinator:	Lisa Whynot		
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 152,669.00	Advantage CT / RQS #:	18F 20210115*2052
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	01/18/2021	Effective Date:
	Previous End Date:	01/17/2024	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:	Vision Government Solutions 1 Cabot Rd. Suite 100 Hudson, MA 01749		
Brief Description of Goods/Services/Grant:	Extension of CAMA implementation schedule and additional services.		

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
X	B. Amendment		H. State Statute/Agency Directed
	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:
1. 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

MRS is replacing its antiquated CAMA application with a Commercial-Off-the Shelf (COTS) Vision 8 CAMA software. MRS has determined that it requires the following in order to successfully implement the new software:

- An extension of project management services as the overall complexity of the project requires a longer implementation timeframe than originally anticipated;
- One additional current year conversion pass;
- Additional modifications to the data exchange from the CAMA software to MRS' billing system; and
- Manual data cleansing due to the poor quality of legacy data.

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

Vision Government Solutions is currently implementing its Vision 8 software for use in MRS' Property Tax Division. The software is proprietary, therefore the services need to be provided by the vendor.

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

The cost is fair, reasonable, and consistent with pricing received at the time the contract was negotiated.

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

The current contract with the vendor covers a period of 9 years. MRS will issue an RFP prior to contract expiration.

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>		
Printed Name:	Jenny Boyden Associate Commissioner	Date:	9-27-21
Signature of DAFS Procurement Official:	<i>Joseph Zrioka</i> <small>EA813178102243C</small>		
Printed Name:	Joseph Zrioka	Date:	10/9/2021