



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:		DAFS/OIT/Client Tech Services			
Department Contract Administrator or Grant Coordinator:		Kyle Pendleton			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)		\$ 19,396.30	Advantage CT / RQS #:		RQS 18B 20231002*0542
CONTRACT	Proposed Start Date:	10/9/2023	Proposed End Date:	10/8/2024	
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:		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

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.

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. Reference the RFP number, if applicable.

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 there (4) years; however, because of changes in the production servers in March of 2022, there has been a 19% reduction in cost. 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: 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):

DocuSigned by:
Nicholas Marquis
A29C99359A37464...

Typed Name:

Nicholas Marquis, Chief Information Officer

Date:

10/11/2023

Signature of DAFS Procurement Official:	DocuSigned by: <i>Joseph Zrioka</i> EA813178102243C...		
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	10/11/2023