



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:		Department of Administrative and Financial Services, Bureau of Revenue Services		
Department Contract Administrator or Grant Coordinator:		Rhonda Ainslie		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)		\$ \$ 93,609.96	Advantage CT / RQS #:	CT 18f 20231024*1205
CONTRACT	Proposed Start Date:	4/1/2024	Proposed End Date:	3/31/2025
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:		Precisely Software Inc. 1700 District Ave Suite 300 Burlington, MA 01803		
Brief Description of Goods/Services/Grant:		License renewal of EngageOne (DOC1 software), used by MERITS to create notices and other taxpayer documents.		

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.

Maine Revenue Services (MRS) uses a mainframe computer system entitled Maine Revenue Integrated Tax System (MERITS) for tracking and maintaining tax records. During the initial conversion of MERITS from the old system, DOC1 (now EngageOne) software was integrated into the system to create notices. The software creates over 200 different notices for MRS based on variables provided by MERITS. The software also creates the reports for printing the notices for mailing and archives the notices to Fortis (a product used by MRS for return and payment filing image retention). The functionality of the DOC1 (EngageOne) within the system is critical to MRS.

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

Creating the number and variety of notices that MRS provides to taxpayers is a complex and extensive task. It would be impossible for the MaineIT Application Development staff to maintain all these notices and keep everything up to date and running in an efficient manner. The software system from Pitney Bowes is a document creation and management system that works with the business rules and document text libraries to allow for efficient creation of notices with minimum intervention from both MaineIT and MRS staff.

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

Based on MRS research the annual maintenance fee falls within industry guidelines. By committing to a three-year agreement, the fee is locked in at the current rate, avoiding the standard annual increase of 3% to 5%. Additionally, at this time it would be cost prohibitive to disconnect the Engage One software from MERITS and redevelop and test the over 200 notices that EngageOne software currently provides to MRS.

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


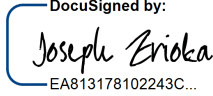
MRS and MaineIT will continue to monitor the EngageOne software. EngageOne has been integrated into MERITS and customized by MRS. To integrate new software would be expensive and put a large strain on MRS and MaineIT staffing resources. The software itself will become unnecessary when the agency implements its new holistic system.

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:	Jenny Boyden Associate Commissioner	Date:	10-23-23
Signature of DAFS Procurement Official:	<small>DocuSigned by:</small>  <small>EA813178102243C...</small>		
Typed Name:	Joseph Zrioka Director of IT Procurement	Date:	10/24/2023