



DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
OFFICE OF STATE 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 Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW			
Department Office/Division/Program:		DAFS/MaineIT/Infrastructure and Computing	
Department Contract Administrator or Grant Coordinator:		Dawanna Pease	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 0 (Estimated \$496,636.67)	Advantage CT / RQS #:	MA 18P 190919-0051
CONTRACT	Proposed Start Date:		Proposed End Date:
AMENDMENT	Original Start Date:	9/15/2019	Effective Date:
	Previous End Date:	12/31/2023	New End Date:
GRANT	Project Start Date:		Grant Start Date:
	Project End Date:		Grant End Date:
Vendor/Provider/Grantee Name, City, State:		Docuware Corporation 25 Creek Drive Suite 100 Beacon NY 12508	
Brief Description of Goods/Services/Grant:		Fortis Enterprise Document Management & Content Solution	

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 State of Maine enterprise document management system operates Fortis software created/supplied by DocuWare. There are 2,500+ agency users of Fortis and over 100 million documents are managed by the OIT Document Management team.

Docuware purchased Westbrook Technologies in 2013. Docuware has retired Fortis effective June 2019. Docuware is working with customers to upgrade/convert them to their current software platform.

OIT requires Docuware professional service, software support and maintenance to execute the complex application migration from Fortis to Docuware software and to support application customizations. These Professional services are only available from Docuware.

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

After moving away from Fortis to Docuware the migration to a new system at this time could be very costly while remaining with this vendor could provide a cost savings.

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

OIT has the need for continued professional services to bring new projects into DocuWare and to make additional enhancements to existing complex workflows. These professional services are only available from this vendor, DocuWare. Hourly professional service rate is expected to be less than \$200. OIT is using standard State travel rates. Pricing per MA 18P 19091900000000000051.

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

All agency requirements for document management are being met by Docuware. There is no business interest in a costly project to change document management products. Should that change in the future, there will be a joint OITAgency competitive procurement of an alternative document management product.

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

Does this request utilize ARPA/MJRP funds?

Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).

<input type="checkbox"/> Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.
<input checked="" type="checkbox"/> No – If No, proceed to Part V.


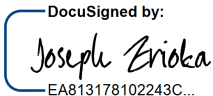
PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE

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](#).

<input checked="" type="checkbox"/> 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:	Nicholas Marquis, Chief Information Officer	Date:	9/30/2024
Signature of DAFS Procurement Official:			
Typed Name:	Joseph Zrioka, Director of IT Procurement	Date:	9/30/2024