



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 \$10,000 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:		DHHS / OFI / DSER		
Department Contract Administrator or Grant Coordinator:		Shawn Belanger		
(If applicable) Department Reference #:		OIT-26-105		
Agency Department Code:	10A	Advantage CT / RQS # :	RQS 10A 2025091200000000413	
Amount: (Contract/Amendment/Grant		\$ 1,122,288.00		
CONTRACT	Proposed/Original Start Date:	12/1/2025	Proposed/Most Recent End Date:	11/30/2027
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		Carahsoft Technology Corp. Reston, VA		
Brief Description of Goods/Services/Grant:		Child Support Payment Processing System (RAPID)		

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. Higher Education 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 Division of Support Enforcement & Recovery (DSEER) provides child support services pursuant to Title IV-D, 42 U.S.C. 651. Within its mandate, DSEER, via the State Disbursement Unit (SDU), must process all child support payments on the day that they are received to ensure disbursement within two business days (45 CFR Sec. 302.32). The RAPID payment processing system developed by Informatix Inc. was customized to integrate with DSEER’s automated system and it meets or exceeds all federal certification requirements and is available through Carahsoft as part of Maine’s master agreement NASPO.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number and the date of award notification, if applicable.

The Vendor currently holds a master agreement with the State of Maine and their subcontractor, Informatix Inc., is the developer of the RAPID payment processing system used by the Child Support State Disbursement Unit to process child support payments as mandated by Title IV-D of the Social Security Act. The master agreement is scheduled to be extended as it is currently being resolicited with the NASPO lead State of Utah.

While MA 18P 18022600000000000092 allows for the purchase of the license, the Buyer Purchase order is necessary due to the current expiration of the MA ending prior to the expiration of the license.

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

Rates are in line with the services and goods under MA 18P 18022600000000000092 which are competitive in nature.

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

If the RAPID payment processing software and hardware remains available to DSEER via the master agreement and the costs remain reasonable, future procurements could continue in this manner.

**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).

Yes, ARPA funds (025) – If Yes, please be aware of the requirements from awarding federal agencies.

No – If No, proceed to Part V.

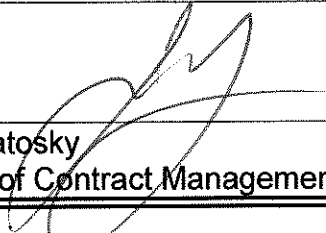
**PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE**

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.

The requesting department signatory understands and acknowledges Maine's Conflict of Interest statutes.

**PART VI: APPROVALS**

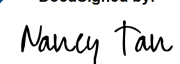
The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Jim Lopatosky Director of Contract Management	Date:	25-Sep-25

**PART VII: EMERGENCY – Required only if selecting E. Emergency Justification**

The signature below indicates approval by the Commissioner or designee of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:		Date:	

Signature of DAFS Procurement Official:	DocuSigned by:  7AA9094BA0244AB...		
Typed Name:	<del>Joseph Zivora, IT Procurement Director</del>	Date:	11/10/2025

Nancy Tan, Deputy CPO