

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 Secretary of State, Bureau of Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Thomas Bull	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$8,490.00	Advantage CT / RQS #:	29B 20200511000000001235
CONTRACT	Proposed Start Date:		Proposed End Date:
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:		TelQuest, Fairfield, New Jersey	
Brief Description of Goods/Services/Grant:		Headsets and components for branch offices	

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
	B. Amendment		H. State Statute/Agency Directed
X	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
X	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.

This is a bulk purchase of headset components urgently needed for the branch offices to provide telephone support for the main office of BMV as BMV begins to reopen from the Covid19 shutdown. BMV has 13 branch offices with multiple phones at each branch, very few of which have headsets already in place. This order is to have nearly all phones receive a headset. This increase in BMV activity has already started and is expected to intensify in the coming week, the need for these supplies for the

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PART III: SUPPLEMENTAL INFORMATION

near term is acute. Where BMV is looking to rely upon phone calls for much of their customer service needs, having headsets is imperative for the productivity and ergonomics of our employees.

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

This vendor has been utilized prior and provides the necessary goods in a timely and accurate manner. Attempts to utilize other vendors has been riven with errors and this vendor has been found to be reliable. Ordering headsets is a very precise process; the make, model and accessories need to be exact in order to ensure that the headsets function properly. There is also value to having the same make of equipment throughout the bureau; makes maintenance, usage and reordering much easier. This is an urgent order to allow BMV to meet the needs of customers while we are not allowing in person services at this time; the branches will provide important back-up and support to BMV HQ.

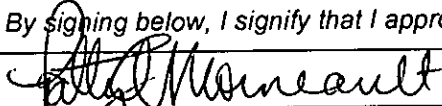

3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The prices are cheaper than the MA and the customer service has been without error and timely; comparing the quote from the preferred vendor to the quote from the vendor on the MA, looking to save \$1,123.12 on this order. Preferred vendor also assured delivery this week; getting the headsets and components within the week will help BMV meet operational needs.

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

Will continue to look at the MA prices versus other available vendors.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	By signing below, I signify that I approve of this procurement request.		
			
Printed Name:	Patty Moneault	Date:	5/12/2020
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	AFED9C7B3A8044E JUSTIN FRANZOSE	Date:	5/13/2020