

## 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:		Secretary of State/ Bureau of Corporations, Elections & Commissions		
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ NTE \$32,438.99	Advantage CT / RQS #:	29A 20200522*1279	
<b>CONTRACT</b>	Proposed Start Date:	5/26/20	Proposed End Date:	6/30/20
<b>AMENDMENT</b>	Original Start Date:		Effective Date:	
	Previous End Date:		New End Date:	
<b>GRANT</b>	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		The Snowman Group, 1 Printers Drive, Hermon, ME 04401		
Brief Description of Goods/Services/Grant:		Printing and shipping of absentee envelopes for 7/14/20 State Primary and Special Referendum Election		

### 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
<b>X</b>	C. Single Source/Unique Vendor		I. Federal Agency Directed
	D. Proprietary/Copyright/Patents		J. Willing and Qualified
<b>X</b>	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.**

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## PART III: SUPPLEMENTAL INFORMATION

Due to the COVID-19 pandemic, an increased level of absentee voting is anticipated, requiring higher quantities of absentee envelopes. The Elections Division procures statewide election supplies, including absentee envelopes, for all municipalities to administer state elections. Title 21-A §752 requires the Secretary of State to provide absentee envelopes to all municipalities not less than 30 days prior to state elections. An emergency sole source requisition is necessary to meet this statutory requirement.

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

The Vendor, Snowman Printing Group has printed these envelopes in the past, although in smaller quantities. However, they are accustomed to producing and delivering them according to tight deadlines for the election.


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

The cost per envelope (3.2 cents for the Civilian Inside and 3.5 cents for the Civilian Outside) are both less than the most recent orders in January of 2020 (4.7 cents for the Civilian Inside and 4.6 cents for the Civilian Outside). Federal Cares Act funding granted to the Secretary of State, will be used to pay for at least 80% of this purchase.

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

We intend to follow the normal printing requisition/bid process for future envelope procurement unless a similar emergency exists.

## PART IV: APPROVALS

<b>Signature of requesting Department's Commissioner (or designee):</b>	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
<b>Printed Name:</b>	Julie L. Flynn	<b>Date:</b>	5/22/20
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Debbie Jacques</i>		
<b>Printed Name:</b>	1DFA565D481F42E... Debbie Jacques	<b>Date:</b>	5/27/2020