

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 Motor Vehicles	
Department Contract Administrator or Grant Coordinator:		Marc Theberge	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 6,175.00	Advantage CT / RQS #:	29B 20200511000000001234
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:		Cambell's Agway True Value, 30 Garland Rd. Winslow, Me 04901	
Brief Description of Goods/Services/Grant:		Custom COVID-19 supplies	

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	X	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.

The supplies such as sanitizing gel, sanitizing liquid, paper towels, masks, gloves etc. are critical in the fight against the Covid -19 virus.

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PART III: SUPPLEMENTAL INFORMATION

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

Due to the high demand and scarcity of the Covid-19 supplies it is difficult to locate these products in the quantities and at the price that is needed to supply the needs of all the BMV main office, branches, examiners, CEC, Archives and Nash school. Because of this once a product is found in the quantities needed, in this case liquid sanitizer, it is critical to commit to a vendor and make arrangements to complete the sale.

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

Through weeks of searching for this product as well as others, the going rates range from \$35 to \$70 per gallon. Availability is also taken into consideration and is as important as the price.

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

In the future for items like this BMV will have the RQS for this type of item posted in order to open the request up to all potential vendors as long as the need is not of a critical nature..

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

David Lachance

Printed Name:

David Lachance

Date:

5/11/2020

DocuSigned by:

**Signature of DAFS
Procurement Official:**

Debbie Jacques

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Printed Name:

Debbie Jacques

Date:

6/1/2020