

## 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 \$ 5,937.45	Advantage CT / RQS #:	29A20200619000000001393	
CONTRACT	Proposed Start Date:	6/19/20	Proposed End Date:	7/30/20	
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:		Snowman Group, 1 printers drive, Hermon, Maine 04401			
Brief Description of Goods/Services/Grant:		16 oz hand sanitizer spray bottles for Maine's voting places for the July 14, 2020 Primary and Special Referendum Election to protect against the COVID virus.			

### 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
	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	X	L. Other Authorization <b>Covid-19 Supplies</b>

### 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, there is a need to provide all Maine voting places with personal protective equipment (PPE) for the poll workers and other protective supplies for the voting places for the July 14, 2020 elections, to protect both the election officials and the voting public. Although the State already provides voting equipment and supplies to each municipality, the need for this equipment is of an emergency nature due solely to the pandemic.

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

The Snowman group is a Maine company who can supply the needed bottles and sanitizer which are both difficult to acquire. This sanitizer allows voting staff to serve the voting public face to face and provide safety for both the staff and the public. Due to the timing of the election a separate vendor will deliver directly to the 485 municipalities the number of bottles needed to protect approximately 7,000 poll workers for the July election.

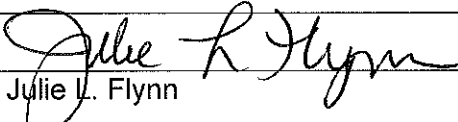

**3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.**

A significant amount of research of both items, the spray bottle and the sanitizer, has been done comparing the various products available, the protection these provide to the needs of the towns in regards the voting environment and of course the cost. The Snowman Group came in at a competitive cost (For comparison, the cost for spray 16 oz spray bottles alone was \$3 to \$4 and for sanitizer for 16 oz. \$4 to \$5 respectively.) Although there are other sources for the Covid -19 protective supplies the vendor is an instate vendor which provides an additional benefit, reducing the time and cost of shipping of the bottles and sanitizer to the individual municipalities before the July 14<sup>th</sup> election.

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

As this purchase is of the emergency nature in that these barriers need to be in place in time for the election on July 14<sup>th</sup>, 2020 in the future the purchase of this type of equipment would go out to bid.

## 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>	6/19/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: 		
<b>Printed Name:</b>	1DFA565D481F42E... Debbie Jacques	<b>Date:</b>	6/23/2020