

## 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)	\$ 37,608.48	Advantage CT / RQS #:	29B20200724000000000589	
CONTRACT	Proposed Start Date:	8/3/2020	Proposed End Date:	8/31/2020
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:		Maine Staffing Group, Project Staffing, PO Box 490, Brunswick, Me 04011		
Brief Description of Goods/Services/Grant:		Gate Keepers for branch reopening to the public		

### 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 Gate Keepers/Greaters</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.

## State of Maine Procurement Justification Form

### PART III: SUPPLEMENTAL INFORMATION

Due to the COVID virus all BMV locations were closed for several weeks. Now all locations are open by appointment only to the public. In order to maintain the required safety measures of social distancing it is necessary to control the number of people at a site at a time. The Gate Keepers are being used to help control the access to the BMV sites as well as help prevent tensions that might arise due to the requirements of social distancing and wearing a facial mask.

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

The vendor used, Maine staffing Group has a Master agreement with the State of Maine.


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

Cost for this service was set in the Master agreement with the State of Maine and Maine staffing Group

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

In the future for services like this BMV will have an RQS for this type of service posted in order to open the request up to all potential vendors if there are no Master agreements in place.

### 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>	David Lachance	<b>Date:</b>	7/30/2020
<small>DocuSigned by:</small>			
<b>Signature of DAFS Procurement Official:</b>	<i>Laurie A Andre</i>		
<b>Printed Name:</b>	A4D4AF6018C54EC... Laurie A Andre	<b>Date:</b>	7/31/2020