

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:		Maintenance and Operations	
Department Contract Administrator or Grant Coordinator:		Scott Gray	
(If applicable) Department Reference #:			
Amount: (Contract/Amendment/Grant)	\$ 45,800.07	Advantage CT / RQS #:	RQS 17A 20201026*00477
CONTRACT	Proposed Start Date:	8/24/20	Proposed End Date: 1/31/2021
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:		Creative Office Pavilion, Portland, Maine	
Brief Description of Goods/Services/Grant:		Plexiglass wall panels	

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

Wall panels providing a social barrier during the COVID-19 pandemic. The plex-glass panels will be installed between employee's office cubicles

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PART III: SUPPLEMENTAL INFORMATION

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

Creative Office supply's propriety office furniture equipment. The panels purchased thru our vendor fit the furniture we currently have installed.

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

NA

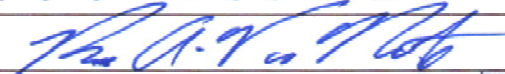
4. Describe the plan for future competition for the goods or services.

To be bid and added under one of the furniture suppliers' contract.

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:

Bruce A. Van Note

Date:

11/4/2020

**Signature of DAFS
Procurement Official:**

DocuSigned by:
William Allen
2D5B6E39F57E44A

Printed Name:

william Allen

Date:

11/12/2020

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