

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)	\$ 17,548.60	Advantage CT / RQS #:	29B 20210112000000000678
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:		R. R. Donnelley Company, 2060 Brown Ave. Manchester, NH 03103-6800	
Brief Description of Goods/Services/Grant:		Emergency Order For: Rapid Renewal Forms For Online Registration Renewals	

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		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.**

State of Maine Procurement Justification Form

PART III: SUPPLEMENTAL INFORMATION

Emergency order for Gold Doubles and Blue single Rapid Renewal forms.

These forms are used for the online vehicle registration renewals. Due to COVID-19 and an increase in online registration renewals, the volume of projected forms needed has been underestimated. This order is for 12,000 Gold Double forms, which is a high emergency as current stock is very low. The blue singles forms ordered with the gold Doubles will realize savings to the state of Maine as a volume order.

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

These forms are a very complicated design and in order for the system to function correctly the forms must be manufactured exactly as requested in the specs or the forms are not useable. From experience with other vendors who failed making these forms, it was established that R. R. Donnelley is the only vendor that can manufacture these forms. Because of the emergency status of this order there is no time to go out to bid. The current on hand supply may last 2 to 3 weeks and without the rush status of the order, the turnaround time is typically 8 to 10 weeks.



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

The Rapid Renewal forms are a constant use item, so these are ordered continuously but in the color of the year needed. The cost evaluation is based on past orders.

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

Typically, when these forms are ordered it is not under an emergency status, so the request goes out to bid. BMV will go out to bid as BMV typically does.

PART IV: APPROVALS

Signature of requesting Department's Commissioner (or designee):	<i>By signing below, I signify that I approve of this procurement request.</i>		
			
Printed Name:	David Lachance	Date:	1/12/2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	1DFA565D481F42E... Debbie Jacques	Date:	1/15/2021