



PROCUREMENT JUSTIFICATION FORM (PJF)

This form must accompany all contract requests and sole source requisitions (RQS) over \$10,000 submitted to the Office of State 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 Procurement Services intranet site (Forms page) for additional instructions.

PART I: OVERVIEW				
Department Office/Division/Program:		Division of Elections		
Department Contract Administrator or Grant Coordinator:		Julie L. Flynn, Deputy Secretary of State		
(If applicable) Department Reference #:				
Agency Department Code:		Advantage CT / RQS #:	RQS 29A 20251217*0989	
Amount: (Contract/Amendment/Grant)		\$ 24,538.66		
CONTRACT	Proposed/Original Start Date:	1/5/2026	Proposed/Most Recent End Date:	1/16/2026
AMENDMENT	New Effective Date:		New End Date (if Applicable):	
GRANT	Project Start Date:		Grant Start Date:	
	Project End Date:		Grant End Date:	
Vendor/Provider/Grantee Name, City, State:		The Snowman Group Printing		
Brief Description of Goods/Services/Grant:		Voter list maintenance mass mailing required by the National Voter Registration Act.		

PART II: JUSTIFICATION FOR VENDOR SELECTION			
Check the box below for the justification(s) that applies to this request. (Check all that apply.)			
<input type="checkbox"/>	A. Competitive Process	<input type="checkbox"/>	G. Grant
<input type="checkbox"/>	B. Amendment	<input type="checkbox"/>	H. State Statute/Agency Directed
<input checked="" type="checkbox"/>	C. Single Source/Unique Vendor	<input type="checkbox"/>	I. Federal Agency Directed
<input type="checkbox"/>	D. Proprietary/Copyright/Patents	<input type="checkbox"/>	J. Willing and Qualified
<input checked="" type="checkbox"/>	E. Emergency	<input type="checkbox"/>	K. Client Choice
<input type="checkbox"/>	F. Higher Education Cooperative Project	<input type="checkbox"/>	L. Other Authorization

Please respond to ALL of the questions in the following sections.

PART III: SUPPLEMENTAL INFORMATION

1. Provide a more detailed description and explain the need for the goods, services or grant to supplement the response in Part I.

Federal Law, the National Voter Registration Act (NVRA) requires that that all states conduct periodic voter list maintenance mailings to keep the voter list up-to-date and accurate. The Maine Secretary of State is required to send a uniform and non-discriminatory mailing as a pre-paid, pre-addressed forwardable notice to registrants to confirm voters who have moved or are deceased so that voter statuses can be updated in the Central Voter Registration (CVR) system prior to the June 9, 2026, Primary Election. This emergency/sole source is necessary because Maine is implementing a new CVR system that is scheduled to deploy in early February 2026. Voters must be updated (inactivated or cancelled based on the mailing responses) in the current CVR by February 5, 2026, so that these updates to voter records will be included in the data migration to the new CVR in early February.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the solicitation (RFP/RFA/RFQ) number if applicable.

The Elections Division consulted with Procurement to identify possible state pre-approved printing vendors that could complete this project within the tight deadline but were informed that there are no options available. To comply with Federal Law, the Secretary of State must send this mass mailing to approximately 150,000 voters no later than January 16, 2026, to allow ample time for responses to meet the deadline prior to transitioning to a new CVR application and database. In 2022, the Division utilized J.S. McCarthy's via a sole source procurement to produce this mailing. J.S. McCarthy's no longer offers this type of printing service. The Snowman Printing Group, a well-established Maine company is the only vendor that can print this mass mailing project prior to the January 16, 2026, required mailing date.

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

In 2022, the cost for the NVRA mailing produced by J.S. McCarthy's was \$25,017 (#2022-1370). The estimated cost provided by The Snowman Group for 2026 NVRA mailing is \$24,539, which is comparable to the 2022 project. The Division will use resources from the General Fund to cover the cost of this mailing.

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

This emergency sole source is necessary only due to the data migration schedule necessary to implement the new CVR in February 2026.

PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

- Yes, MJRP funds (023) – If Yes, please attach the approved Business Case(s).
- Yes, ARPA funds (025) or (026) – If Yes, please be aware of the requirements from awarding federal agencies.
- No – If No, proceed to Part V.

PART V: CONFLICTS OF INTEREST (COI); CONTRACT WITH THE STATE


Maine law contains Conflict of Interest statutes directed to State Departments, State Officers, and Employees Generally under MRS Title 5, §18 and §18-A, in harmony with MRS Title 17, §3104.

The requesting department's signatory affirms, understands, and acknowledges Maine's Conflict of Interest statutes and, in accordance with those statutes and to the best of their knowledge, has determined that no conflict of interest exists at the time of this contract, renewal, or amendment.


PART VI: APPROVALS

Governor/Department Commissioner or Designee


1. The signature below indicates approval of this procurement request.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Julie L. Flynn, Deputy Secretary of State	Date:	1/5/2026

2. Additional signature required **ONLY** if box E (Emergency) is selected in PART II. The signature below indicates approval by the Department's Commissioner, or the designee specifically authorized to approve emergency procurement requests.

Signature of requesting Department's Commissioner (or designee):			
Typed Name:	Katherine McBrien, Chief Deputy Secretary of State	Date:	1/5/2026

****OSPS Section Only****

Signature of DAFS Procurement Official:			
Typed Name:	Martha Verhille	Date:	1/5/2026