

## 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:		Division of Procurement Services		
Department Contract Administrator or Grant Coordinator:		Laurie Andre, Director		
(If applicable) Department Reference #:				
Amount: (Contract/Amendment/Grant)	\$ 18,480.00	Advantage CT / RQS #:	20200123000000002125	
CONTRACT	Proposed Start Date:	2/3/2020	Proposed End Date:	6/30/2020
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:		Copy Connected, LLC, 62 Burleigh Street, Waterville, ME		
Brief Description of Goods/Services/Grant:		Multimedia and Creative Services		

### PART II: JUSTIFICATION FOR VENDOR SELECTION

Mark an "X" before the justification(s) that applies to this request. (Check all that apply.)

<b>X</b>	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
	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.**

The purpose of this Contract is to secure assistance with production of eLearning, testimonial and educational videos; copywriting and technical writing; marketing and brand development; as well as other types of multimedia to educate and inform state employees and the public on the services provided by the office of Procurement Services.

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### PART III: SUPPLEMENTAL INFORMATION

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

Copy Connect was selected from a Multimedia and Creative Services PQVL RFP 201807151.

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

The hourly rate was negotiated down from PQVL - \$75.00 per hour to \$55.00 per hour.

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

If services are required beyond the RFP dates a new RFP will be issued.

### 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>		
	DocuSigned by: <i>Jaime Schorr</i>		
<b>Printed Name:</b>	6D6437754DD0459... Jaime Schorr	<b>Date:</b>	2/10/2020
<b>Signature of DAFS Procurement Official:</b>	DocuSigned by: <i>Justin Franzose</i>		
	AEED9C7B3A8044E... Justin Franzose		
<b>Printed Name:</b>	Justin Franzose	<b>Date:</b>	2/11/2020