

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)	\$ 7922.23	Advantage CT / RQS #:	29B20210208000000000746
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, 350 17th Street Monroe, WI 53566 Office: 608.329.9391	
Brief Description of Goods/Services/Grant:		Printing and manufacture of 10,000 Rapid Renewal forms	

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.

This emergency RQS is for additional Rapid Renewal forms which is the form used to process online vehicle registrations. The volume of online vehicle registrations has doubled but remains unstable and very difficult to forecast. Because of this the inventory was depleted more rapidly than anticipated. This coupled with the fact that the normal turnaround for this form is 8 to 12 weeks created an emergency rush situation for replenishment of the form inventory.

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PART III: SUPPLEMENTAL INFORMATION

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

There are very few vendors that can produce this form as needed. RR Donnelly generally is the only vendor that bids on the RQS form requests.

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

Generally, BMV does go out to bid for these forms and the price quote provided for this order is in line with past orders.

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

Under normal circumstances BMV always goes out to bid for these forms and will continue to do so.

PART IV: APPROVALS

**Signature of requesting
Department's Commissioner
(or designee):**

By signing below, I signify that I approve of this procurement request.

David Lachance

Printed Name:

David Lachance

Date:

2/9/2021

**Signature of DAFS
Procurement Official:**

DocuSigned by:

Debbie Jacques

Printed Name:

1DFA565D481F42E...
Debbie Jacques

Date:

2/12/2021