

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:		Department of Administrative and Financial Services/Maine Revenue Services (MRS)			
Department Contract Administrator or Grant Coordinator:		Debra Bartlett			
(If applicable) Department Reference #:					
Amount: (Contract/Amendment/Grant)	\$ 6,100	Advantage CT / RQS #:	RQS 18F 20210308*815		
CONTRACT	Proposed Start Date:	3/15/2021	Proposed End Date:	6/15/2021	
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:		J.S. McCarthy Printers			
Brief Description of Goods/Services/Grant:		Preparation and printing of postcards			

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.

MRS has an immediate need for a vendor to prepare, print, and deliver to State Postal post cards that will be sent to taxpayers informing them of recent significant state tax law changes.

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PART III: SUPPLEMENTAL INFORMATION

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

JS McCarthy currently provides inventory maintenance services, storage, and distribution services for the various tax forms managed by MRS. The vendor's close proximity to state facilities will be beneficial in expediting the delivery of the postcards to state postal and ultimately to taxpayers informing them of the state tax law change.


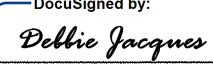
3. Explain how the negotiated costs or rates are fair and reasonable; or how the funding was allocated to grantee.

The quoted rates are based on current rates and appear to be reasonable.

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

If MRS has a future need for printed materials an RFP will be issued.

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:	Jenny Boyden Associate Commissioner	Date:	03/11/2021
Signature of DAFS Procurement Official:	DocuSigned by: 		
Printed Name:	1DFA565D481F42E... Debbie Jacques	Date:	3/11/2021