



PROCUREMENT JUSTIFICATION FORM (PJF)

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 intranet site (Forms page) for additional instructions.

| PART I: OVERVIEW | | | |
|---|----------------------|--|------------------------------|
| Department Office/Division/Program: | | Inland Fisheries and Wildlife / Wildlife Division | |
| Department Contract Administrator or Grant Coordinator: | | Diana Harper | |
| (If applicable) Department Reference #: | | | |
| Amount: (Contract/Amendment/Grant) | \$ \$18,425.00 | Advantage CT / RQS #: | 09A-20220131000000001778 |
| CONTRACT | Proposed Start Date: | 1/31/2022 | Proposed End Date: 6/30/2022 |
| 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: | | ShredSafe LLC (dba Shredding On Site), Bangor, Maine | |
| Brief Description of Goods/Services/Grant: | | Scanning and shredding of hard copy historical documents containing data from agency investigations of wildlife resources. | |

| 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 checked="" type="checkbox"/> | J. Willing and Qualified |
| <input type="checkbox"/> | E. Emergency | <input type="checkbox"/> | K. Client Choice |
| <input type="checkbox"/> | F. University 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.

The wildlife research section of Inland Fisheries and Wildlife has massive amounts of hard copy data from various projects over the last 50 years. The Department has committed to digitizing as much of this information as possible and then shredding the paper files to reduce physical storage requirements.

2. Provide a brief justification for the selected vendor to supplement the response in Part II. Reference the RFP number, if applicable.

ShredSafe LLC (dba Shredding On Site) is one of very few vendors that provide scanning services within a reasonable distance from Bangor, Maine and the only company that has a master agreement (MA 210824*13) with the state to provide shredding services. We required shredding services as well as scanning/digitizing of files and use of a single vendor for both services was economical.

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

We reviewed prices from companies that provide shredding and scanning services in the Bangor area and found that ShredSafe LLC was an economical and efficient option, providing on-site pickup of documents, scanning, and then shredding of the printed documents in a cost-efficient manner.

Example pricing for scanning: ShredSafe LLC: \$ (prep documents, image, OCR scanning for searchable by word, quality control and name files at \$0.30/page. Comparative quotes: FedEx: \$0.49/page, Staples \$1.50/page.

Shredding: ShredSafe \$0.063/lb through Master Agreement. Comparative quotes: FedEx shredding services are \$1.49/lb and Staples \$0.99/lb

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

If/when the Section has additional need for scanning/digitizing of documents, we will research available companies within the Bangor area, including review of existing Master Agreements with state government; if more than one company is available and capable of providing scanning services we will develop an RFP to seek competitive bids on the work.


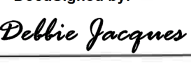
PART IV: AMERICAN RESCUE PLAN ACT (ARPA) / MAINE JOBS & RECOVERY PLAN (MJRP)

Does this request utilize ARPA/MJRP funds?

Yes – If Yes, please attach the approved Business Case(s).

No – If No, proceed to Part V.

PART V: APPROVALS

| The signatures below indicate approval of this procurement request. | | | |
|---|--|-------|-----------|
| Signature of requesting Department's Commissioner (or designee): |  Deputy Commissioner | | |
| Typed Name: | Timothy Pentecost | Date: | 2/17/2022 |
| Signature of DAFS Procurement Official: | DocuSigned by:  Debbie Jacques | | |
| Typed Name: | <small>1DFA565D481F42E...</small> Debbie Jacques | Date: | 3/11/2022 |